

Title IX Information

WHAT TO DO IF YOU BELIEVE THAT YOUR RIGHTS HAVE BEEN VIOLATED

Albuquerque Collegiate Charter School does not discriminate on the basis of ethnic identity, religion, race, color, national origin, sex, sexual orientation, mental or physical disability, marital status or pregnancy in any program or activity of, or sponsored by, the school. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

All discrimination concerns will be handled by the Executive Director of Albuquerque Collegiate Charter School. Any report will be addressed in accordance with the appropriate procedures as specified in IDEA, Section 504, ADA, Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Age Discrimination Act of 1975, First Amendment, XIV Amendment, New Mexico Human Rights Act, or with the State Board of Education Regulation 6 NMAC 1.4

Students who believe that their rights have been violated should report their concerns to their parents, their teacher or other appropriate school personnel.

INTERNAL COMPLAINT PROCEDURES

Students and parents/legal guardians are encouraged to resolve concerns with the scholars teacher.* If the teacher is unable to resolve the concern, the teacher will contact the appropriate personnel.

*The following circumstances should be directed to the school administration and should not go through the teacher:

- Any knowledge of inappropriate behavior by a staff member.
- Gender harassment and/or discrimination should be directed to the school administration in writing.
- If the complaint is in regard to the Executive Director, contact the Governing Council for its grievance/complaint procedures.

If any student or parent believes that the conditions of the school or decisions made by its staff are not fair or reasonable, a conference shall be afforded with the Executive Director, or designee, to discuss the matter. Faculty, parents, and students shall attempt resolution of problems affecting students and the education process through the student's teacher first.

COMPLAINT FOR DISCRIMINATION

Any student, parent or legal guardian, on behalf of his or her student, who believes he or she has been discriminated against on the basis of sex, gender, race, national origin or disability has the right to file a complaint with the Office of Equal Opportunity Services.

HOW TO FILE

You may contact the Office of Equal Opportunity Services, in any manner, to report inappropriate conduct.

- An internal complaint must be filed within thirty (30) calendar days from the last day of the alleged discrimination, unless the time for filing is extended by the Executive Director.
- All inquiries and internal complaints filed are confidential.
- Confidentiality also applies to the inquiry and investigative process of all investigations conducted.

RETALIATION

No student will suffer retaliation or intimidation for participating in an inquiry or the internal complaint process.

- Retaliation against any student seeking assistance at their school, filing a complaint, or participating in the investigative process is grounds for a subsequent retaliation complaint.
- The school will respect the privacy of the complainant, the respondent, and the witnesses as much as possible, consistent with its legal obligations to investigate, take appropriate action, and conform with any discovery or disclosure obligations.

WHERE TO FILE

Complaints may be addressed with the Executive Director and the following office:

US Department of Education, Office for Civil Rights
Federal Office Building
1244 Speer Blvd., Suite #310
Denver, Colorado 80204-3582 (303)844-5695

Jade Rivera, Title IX Coordinator

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