

Sankofa Middle School of Creative and Performing Arts
(SMSCPA)

Title IX Complaint Form
2024-2025

Sankofa Middle School of Creative and Performing Arts complies with Civil Rights Laws, including Title IX of the Education Amendments of 1972. The SMSCPA Board of Education strongly encourages staff and student victims of Title IX violations, including sexual harassment, to come forward with their complaints. Staff, students or their parents who feel that administrators, supervisors, support personnel, teachers or other students are subjecting them to Title IX violations, including sexual harassment, are encouraged to report these conditions to the Title IX Coordinator. Any employee to whom such report was made will provide notice of the report to the Title IX Coordinator for SMSCPA.

To submit a formal complaint regarding Title IX, including sex discrimination, sexual harassment, sexual assault, domestic violence or stalking should contact the Title IX Coordinator in person or Email. **The current Title IX Coordinator for SMSCPA is:**

Mr. Eric Mikel, Administrator
Address: 111 E. First St., Suite #102
Telephone: 918-340-5120
Email: sankofa@dbcschool.org

SMSCPA provides a variety of training and development opportunities for all staff, including those who respond to allegations regarding Title IX, including sexual harassment. To ensure that the Board's philosophy regarding Title IX is followed by staff, the Administration will develop specific regulations governing the implementation of this policy.

Personal Information of Complaint

Legal Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Email Address: _____

School: _____ Student ID#: _____

Title IX Policy

Sankofa Middle School of Creative and Performing Arts

2024-2025

Title IX protects students from all forms of sex discrimination, including discrimination based on sexual orientation, gender identity, parental status, or marital status.

Sankofa Middle School of Creative and Performing Arts (SMSCPA) is committed to providing an environment that is free from all forms of sex discrimination, which includes gender-based discrimination, sexual harassment, and all sexual violence as regulated by **Title VII** and **Title IX** and to insuring the accessibility of appropriate grievance procedures for addressing complaints regarding sexual discrimination and sexual harassment.

Sankofa Middle School of Creative and Performing Arts complies with the Civil Rights Laws, including **Title IX** of the Education Amendments of 1972. SMSCPA reserves the authority to address sex discrimination and sexual harassment even if the same, similar or related circumstances are also being addressed under the policy of Sankofa Middle School of Creative and Performing Arts. Furthermore, Sankofa Middle School of Creative and Performing Arts reserves the right to pursue sexual misconduct violations that fall outside of the scope of Title IX based on Sankofa Middle School of Creative and Performing Arts judgment that the alleged actions are contrary to any part of its code of conduct.

The SMSCPA Board of Education strongly encourages staff and student victims of Title IX violations, including sexual harassment, to come forward with their complaints. Staff, students or their parents who feel that administrators, supervisors, support personnel, teachers or other students are subjecting them to Title IX violations, including sexual harassment, are encouraged to report these conditions to the Title IX Coordinator. Any employee to whom such report was made will provide notice of the report to the Title IX Coordinator for SMSCPA.

Title IX Complaint Process

To submit a formal complaint regarding Title IX, including sex discrimination, sexual harassment, sexual assault, domestic violence or stalking should contact the Title IX Coordinator in person or Email. **The current Title IX Coordinator for SMSCPA is:**

Title IX Coordinator and Investigator: Mr. Eric Mikel, Administrator
Address: 111 E. First St., Suite #102
Telephone: 918-340-5120

Head of School: Deborah Brown
Email: sankofa@dbc-school.org

SMSCPA provides a variety of training and development opportunities for all staff, including those who respond to allegations regarding Title IX, including sexual harassment.

Title IX Regulation

Anti-Discrimination and Harassment, Including Sexual Harassment

All employees have the right to work in an environment free from all forms of discrimination and discriminatory conduct which can be considered harassing, coercive or disruptive, including sexual harassment. SMSCPA's position is that harassment is a form of misconduct that undermines the integrity of the employment relationship. It refers to behavior that is contrary to law and otherwise not welcome, is personally offensive, debilitates morale, and interferes with work effectiveness.

Sexual harassment is specifically prohibited as unlawful; and against SMSCPA policy. Any sexual harassment, whether verbal, physical or environmental, is unacceptable and will not be tolerated, whether it occurs in the workplace or at outside activities. SMSCPA anti-discrimination and harassment policy is not limited to sexual harassment. All harassment based on minority status – i.e., race, color, gender, religion, national origin, veteran or military status, sexual preference, age, disability, pregnancy, or any other factor prohibited by applicable Federal, State or local law is strictly prohibited and subject to discipline by SMSCPA. It is SMSCPA policy to encourage the reporting of all perceived incidents of harassment, regardless of the position of the alleged offender. SMSCPA will take steps that are necessary to enforce its policy prohibiting all forms of illegal harassment.

The term "workplace" includes the interior, environs and grounds of any building or office owned or used by SMSCPA and any location where any SMSCPA sponsored function or event is held. Workplace also includes any SMSCPA vehicles, computers, communication systems, cell phones, or websites.

Harassment Definitions and Guidelines

Sexual harassment is defined by the Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (a) Submission to such conduct is either an explicit or implicit term or condition of employment (e.g., promotion, training, time-keeping or overtime assignments, etc.); or
- (b) Submission to or rejection of the conduct by an individual is used as the basis for making employment decisions affecting the individual; or
- (c) The conduct has the purpose or effect of substantially interfering with the individual's work performance, or of creating an intimidating, hostile or offensive work environment.

The types of behavior that constitute sexual harassment may include, but are not limited to:

- Unwelcome sexual flirtations, advances or propositions;
- Derogatory, vulgar, or graphic written or oral statements regarding one's sexuality, gender or sexual experience;
- Unnecessary touching, patting, pinching or attention to an individual's body;
- Physical assault;
- Unwanted sexual compliments, innuendoes, suggestions or jokes; or
- The display of sexually suggestive pictures or objects

Discriminatory Harassment is verbal or physical conduct that shows hostility or aversion toward an individual because of his or he race, color, religion, gender, national origin, veteran or military status, age, disability, pregnancy, or any other protected status or factor prohibited by law. Harassing discriminatory conduct includes, but is not limited to the following types of

- Epithets, slurs, negative, stereotyping or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, sexual preference, military status, pregnancy, age, disability, or other legally protected status.
- Written or graphic material that shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, sexual preference, military status, pregnancy, age, disability, or other legally protected status, that is placed on company walls, bulletin boards or elsewhere on the company's premises or circulated in the workplace or on the internet.

Procedure for Reporting Discrimination, Harassment, or Retaliation

Employees should promptly report any act of sexual or minority-based harassment, discrimination, or retaliation to ther Title IX Coordinator. There is not a requirement to follow any chain-of-command or priority in deciding whom to notify. You should feel free to contact The Title IX Coordinator immediately upon having suffered, or being witness to, any act of sexual or minority-based discrimination, harassment, or retaliation; you are welcome to make such a report day or night, during or after work hours, on the weekend and even on holidays. You must submit your report or complaint in writing if you do not to achieve a totally satisfactory result from any oral report or complaint of discrimination, harassment or retaliation. Such a report should be made promptly after the incident has occurred. Even if you are not the victim, if you see it, report it.

Confidentiality

SMSCPA recognizes that confidentiality is important. SMSCPA will protect the privacy of individuals reporting Title IX infractions, including, sexual or minority-based discrimination, harassment, or retaliation to the maximum extent reasonably possible.

Investigation of Complaints

1. After notification of the employee's complaint, an investigation will promptly be initiated to gather facts about the complaint. Such investigation will be conducted confidentially by the Title IX Coordinator to the extent practicable and appropriate in order to protect the privacy of the persons involved. Investigation may include interviews with the parties involved in the incident, and if necessary, with the individuals who may have observed the incident or conduct or who have other relevant knowledge. Appropriate steps will be taken to separate or otherwise minimize the contact between the accused harasser and the victim of harassment. The accused harasser shall be instructed not to have or attempt to have any contact with their accuser to try to "clear things up" or otherwise.
2. After the investigation has been completed, a determination will be made by the Title IX Coordinator regarding the resolution of the case. The employee will be notified promptly after the decision is made.
3. If the investigation substantiates the complaint, the appropriate correction and/or Disciplinary action will be taken, up to and including involuntary termination. Disciplinary action, including discharge, will also be taken against individual(s) who knowingly make a false or frivolous accusation.

Non-Discrimination/Non-Retaliation

This regulation also prohibits discrimination or retaliation against any employee who brings Title IX violations, including, sexual; harassment or other harassment complaint in good faith even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. This regulation also prohibits discrimination or retaliation against any other individual who in good faith participates in the investigation of a harassment complaint.

SMSCPA

Title IX Complaint Form

I, _____, attest that the information that I have provided above is correct and accurate.

Complainant Legal Name (Please Print)

Complainant Signature

Date

Reviewed: _____

Sankofa Staff:

Approved: January 19, 2023