# Ann Jerkins-Harris Academy of Excellence

## Title IX Policy: Prohibition of Sex Discrimination, Sexual Harassment, and Sexual Misconduct

(Adopted 2025 – Effective 2025-2026 School Year)

### I. Purpose and Scope

Ann Jerkins-Harris Academy of Excellence (“the Academy”) is committed to maintaining an educational and work environment free from discrimination on the basis of sex, in compliance with Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) and its implementing regulations at 34 C.F.R. Part 106. This policy applies to all students, employees, volunteers, and third parties participating in or accessing any program, activity, or employment opportunity of the Academy.

### II. Policy Statement

No person shall, on the basis of sex, be excluded from participation in, denied the benefits of, or subjected to discrimination under any academic, extracurricular, athletic, or other educational program or activity operated by the Academy. Sex discrimination includes sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation.

### III. Title IX Coordinator

The Academy designates the following individual to coordinate its efforts to comply with Title IX:

Stephanie Smith  
Title IX Coordinator  
Ann Jerkins-Harris Academy of Excellence  
3891 Martha Avenue, Toledo, OH 43612  
Phone: 419-382-2280 | Email: ssmith@acstoledo.com

The Coordinator is responsible for receiving reports and complaints, overseeing investigations, ensuring compliance, and providing training to staff and students.

### IV. Definitions

* Sex Discrimination: Any adverse treatment based on sex that limits or denies equal access to the Academy’s programs or activities.
* Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:  
  - A school employee conditioning a benefit on participation in unwelcome sexual conduct;  
  - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access;  
  - Sexual assault, dating violence, domestic violence, or stalking as defined by law.
* Complainant: An individual alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.
* Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute sex discrimination or sexual harassment.
* Formal Complaint: A document filed by a complainant or signed by the Title IX Coordinator requesting investigation.
* Supportive Measures: Non-disciplinary, non-punitive individualized services offered to restore or preserve equal access, protect safety, or deter harassment.
* Retaliation: Intimidation, threat, coercion, or discrimination against any individual for reporting or participating in a Title IX process.

### V. Reporting and Response

1. Who May Report: Any person may report sex discrimination or sexual harassment, whether or not the person is the alleged victim.  
2. How to Report: Reports may be made in person, by mail, phone, or email to the Title IX Coordinator at any time, including non-business hours.  
3. Employee Obligation: All employees, except those designated as confidential resources, must promptly report possible violations to the Title IX Coordinator.  
4. Initial Response: Upon receiving a report, the Coordinator will:  
- Contact the complainant to discuss supportive measures;  
- Explain the process for filing a formal complaint;  
- Assess whether the alleged conduct falls within Title IX jurisdiction.

### VI. Supportive Measures

The Academy will offer appropriate supportive measures to both complainant and respondent, such as:  
- Counseling or referral to outside services;  
- Adjustments to class schedules or seating;  
- No-contact directives;  
- Temporary removal from extracurricular activities;  
- Increased monitoring or supervision.  
  
Supportive measures will be individualized, non-punitive, and confidential to the extent permitted by law.

### VII. Formal Complaint and Investigation

1. Filing: A formal complaint initiates an administrative investigation conducted under the Title IX process.  
2. Notice of Allegations: Both parties receive written notice describing the allegations, applicable policies, and their rights.  
3. Investigation: The investigator will conduct a thorough, impartial review, including interviews and evidence collection. Both parties may present witnesses and evidence. Investigations are typically completed within 60 calendar days, subject to reasonable extensions.  
4. Standard of Proof: The Academy uses the preponderance of the evidence standard.  
5. Outcome: A written determination will include factual findings, rationale, and any disciplinary actions or remedies.

### VIII. Administrative Resolution

1. Decision-Maker: A trained, impartial administrator who was not the investigator or Title IX Coordinator will issue the final determination.  
2. Sanctions: May include disciplinary actions up to suspension, expulsion, termination, or other appropriate measures.  
3. Notification: Both parties receive the written decision simultaneously.

### IX. Appeals

Either party may appeal the determination or dismissal of a formal complaint on the following grounds:  
- Procedural irregularity affecting outcome;  
- New evidence unavailable previously;  
- Conflict of interest or bias of Title IX personnel.  
Appeals must be submitted in writing within 10 business days of the decision.

### X. Informal Resolution

The Academy may offer an informal resolution process (e.g. mediation) after a formal complaint is filed, provided both parties consent and the Coordinator determines it is appropriate. Participation is voluntary, and either party may withdraw at any time.

### XI. Confidentiality and Record Retention

The Academy will maintain confidentiality to the extent possible and retain records for no less than seven (7) years, including investigation materials, outcomes, disciplinary records, and training materials.

### XII. Training and Prevention

All Title IX personnel receive annual training on bias, evidence review, and due process. Students and staff receive age-appropriate training on reporting, consent, and bystander intervention. Training materials are posted on the school’s website for public review.

### XIII. Prohibition of Retaliation

No person shall suffer adverse action for making a report, participating in an investigation, or opposing sex discrimination. Acts of retaliation will result in disciplinary action.

### XIV. Policy Review and Amendment

This policy shall be reviewed annually by the Title IX Coordinator and the Superintendent to ensure compliance with federal and state law and to reflect current regulations. The Board of Directors must approve any revisions or amendments.

Adopted by the Governing Authority of Ann Jerkins-Harris Academy of Excellence

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: Superintendent / Principal