



NON-DISCRIMINATION NOTICE

AND

NON-DISCRIMINATION/HARASSMENT POLICY

NOTICE OF NON-DISCRIMINATION

Clarksville Charter School prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, actual or potential parental, family, marital status, or association with a person or a group with one or more of these actual or perceived characteristics.

For questions, concerns, or complaints regarding compliance with Title IX student issues, please contact the Title IX Coordinator and Investigator:

Deanna Moreno
Director of Human Resources
3101 Zinfandel Dr. Suite 350
Rancho Cordova, CA 95670
916-957-5709

Claims of discrimination by students in programs or activities conducted by the School must be processed in accordance with the School's Uniform Complaint Procedures ("UCP") required by the California Code of Regulations. 5 C.C.R. § 4610.

NON-DISCRIMINATION/HARASSMENT POLICY
BP 0410 & 5145.3 Approved: 02/24/21 Revised: 12/12/24, v3

This policy shall apply to all acts related to a school activity or school attendance and to all acts of the Clarksville Charter School Board “Board” and the Executive Director in enacting policies and procedures that govern the school. The Board is committed to providing equal opportunity for all individuals in school programs and activities.

The Board desires to provide a welcoming, safe, and supportive school environment that allows all students equal access to and opportunities in school programs, activities, and practices shall be free from unlawful discrimination, including discrimination against the following categories; including discrimination against an individual or group based on race; color; ancestry; nationality; national origin; immigration status; ethnic group identification; ethnicity; age; religion; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions and recovery; parental, family, or marital status; reproductive health decision making; physical or mental disability; medical condition; sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; veteran or military status; or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Except for allegations of sex discrimination or sex-based harassment, allegations of unlawful discrimination in school programs and activities shall be investigated and resolved in accordance with Board Policies- Uniform Complaint Procedures, for students and Nondiscrimination in Employment, for employees. Complaints alleging sex discrimination, including sex-based harassment, shall be investigated and resolved with the specific procedures for students and employees within the Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

Pursuant to 34 CFR 104.8 and 106.8, the School shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the School's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed

pursuant to Education Code 48980 and, as applicable, in announcements, handbooks, application forms, or other materials distributed by the school. The notification shall also be posted on the School's website and social media and in other prominent locations as appropriate.

In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Executive Director or designee. (Education Code 234.7)

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities or participation in school programs or activities or the provision or receipt of educational benefits or services.

Because unlawful discrimination may occur when disciplining students, including suspension and expulsion, the Executive Director or designee shall ensure that staff enforce discipline rules fairly, consistently, and in a non-discriminatory manner.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as discrimination complaints.

The Executive Director or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of the law related to discrimination. The Executive Director or designee shall regularly review the implementation of the school's nondiscrimination policy.

The Executive Director or designee shall facilitate students' access to the educational program by publicizing the school's nondiscrimination policy and related complaint procedures to students, parents, and employees. In addition, the Executive Director or designee shall post the school's policies prohibiting discrimination, harassment, intimidation, bullying, and other required information on the school's website in a manner that is easily accessible to parents and students, in accordance with the law, policies, and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the school's educational program. The Executive Director or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated, and prompt action shall be taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law and board policy shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

When a student has been suspended, or other means of correction have been implemented against the student for an incident of racist bullying, harassment, or intimidation, the Executive Director or designee may engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students. The Executive Director or designee may also require the perpetrator to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance and shall regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues.

When appropriate based on the severity or pervasiveness of the bullying, the Executive Director or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

Allegations of unlawful discrimination in school programs and activities shall be brought, investigated, and resolved in accordance with the Uniform Complaint Procedures when required by law. However, complaints alleging sex discrimination, including sex-based harassment, under Title IX shall be investigated and resolved in accordance with the procedures specified in the Uniform Complaint Policy and Procedures

School programs and activities shall be free of any discriminatory use, selection, or rejection of textbooks, instructional materials, library books, or similar educational resources. The use of any textbook, instructional material, supplemental instructional material, or other curricula for instruction, or any book or other resource in a school library shall not be rejected by the school on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040 unless such study would violate Education Code 51501 or 60044. (Education Code 243)

School programs and activities shall be free of any racially derogatory or discriminatory school or team names, mascots, or nicknames.

All individuals shall be treated equitably in the receipt of school services. Personally identifiable information collected in the implementation of any school program, including, but not limited to, student and family information for the free and reduced-price lunch program or any other educational program, shall be used only for the purposes of the program, except when the Executive Director or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the school shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, immigration status, or any other category identified above.

Measures to Prevent Discrimination

1. Post the student sex-based harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 School's policies and procedures prohibiting discrimination, harassment, as possible forums for social media, in a prominent location on the school's website in a manner that is easily accessible to parents/guardians and students (Education Code 234.1, 234.6)
2. Post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the school's website in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
3. Post in a prominent location on the school website in a manner that is easily accessible to parents/guardians and students information regarding Title IX prohibitions against discrimination based on a student's sex; sex characteristics; sexual orientation; gender; gender identity; pregnancy, childbirth, termination of pregnancy or lactation, including related medical conditions or recovery; and parental, marital, and family status, including the following: (Education Code 221.6, 221.61, 234.6)
 - a. The name and contact information of the school's Title IX Coordinator, including the phone number and email address
 - b. The rights of students and the public and the responsibilities of the school under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the websites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)
 - c. A description of how to file a complaint of noncompliance under Title IX, which shall include:
 - i. An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations



- ii. An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on OCR's website
- iii. A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office
- iv. A link to the Title IX information included on the California Department of Education's (CDE) website
 1. Post in a prominent location on the school's website and include annually in the parent/student handbook, and application form for students, parents/guardians or other authorized legal representative, and employees, the Title IX notice of nondiscrimination which includes the following: (34 CFR 106.8)
 2. The school does not discriminate on the basis of sex in any education program or activity that it operates
 3. Inquiries about the application of Title IX may be referred to the school's Title IX Coordinator and/or OCR
 4. The name or title, office and email address, and telephone number of the school's Title IX Coordinator
 5. How to locate the school's nondiscrimination policy and the school's grievance procedures for Title IX complaints
 6. How to report conduct that may constitute sex discrimination under Title IX
 7. How to make a complaint of Title IX sex discrimination
4. The school shall not distribute a publication stating that the school treats students, employees or applicants differently on the basis of sex, unless such treatment is permitted by Title IX.
5. Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families (Education Code 234.5) Such resources shall be posted in a prominent location on the school's website in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)
6. Provide students with a handbook that contains age-appropriate information that clearly describes the school's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior



7. The school's nondiscrimination policies, and related complaint procedures and informational materials shall be published in a format that parents/guardians/caregivers can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language. (Education Code 48985; 20 USC 6312)
8. Provide to students, employees, and parents/guardians information regarding the school's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them.
9. Provide to certificated employees serving students in grades 7-12 information on existing school and community resources related to the support of lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) students, or related to the support of students who may face bias or bullying on the basis of any of the actual or perceived characteristics in Penal Code 422.55, including immigration status; Education Code 220; and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation; or association with a person or group with one or more of these actual or perceived characteristics (Education Code 234.1)
10. For the 2025-2026 school year through the 2029-2030 school year, provide annually to certificated employees serving students in grades 7-12 at least one hour of training to support LGBTQ+ cultural competency in accordance with Education Code 218.3.
11. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so (Education Code 234.1)
12. At the beginning of each school year, inform each Executive Director or designee of the school's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights.
13. The Executive Director or designee shall regularly review the implementation of the school's nondiscrimination.
14. The Executive Director or designee shall annually review school programs and activities to ensure the removal (if applicable) of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing school programs and activities. The

15. Executive Director or designee shall take prompt, reasonable actions to remove any identified barrier. The Executive Director or designee shall report the findings and recommendations to the Board after each review.
16. The Executive Director or designee (Education Code 234.1, 234.6) shall review policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the school's educational program. The Executive Director or designee shall report the findings and recommendations to the Board after each review.
17. All allegations of unlawful discrimination in school programs and activities shall be brought, investigated, and resolved in accordance with the Uniform Complaint Procedures.

Record-Keeping:

The Executive Director or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the school to monitor, address, and prevent repetitive prohibited behavior in school.

Access to Individuals with Disabilities:

School programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations.

The Executive Director or designee shall ensure that the school provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies, or other modifications to increase accessibility to school and school websites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Executive Director or designee if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

The individual identified in Uniform Complaint Procedures, Deanna Moreno, as the employee responsible for coordinating the school's response to complaints and for complying with state and federal civil rights laws is hereby designated as the school's ADA coordinator. The compliance officer shall receive and address requests for accommodation submitted by individuals with disabilities and shall investigate and resolve complaints regarding their access to school programs, services, activities, or facilities. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, Charter School staff shall assist the complainant in the filing of the complaint.

Questions, concerns, or complaints concerning discrimination on the basis of a disability by the charter school, Title IX employee issues, or regarding harassment, discrimination, intimidation, and bullying, please contact Human Resources or Deanna Moreno, 3101 Zinfandel Dr. Ste. 350 Rancho Cordova, CA 95670, (916) 957-5802, or hr@sequoiagrove.org.

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Student Rights Under Title IX

1. You have the right to fair and equitable treatment, and you shall not be discriminated against based on your sex
2. You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities
3. You have the right to apply for athletic scholarships
4. You have the right to receive equitable treatment and benefits in the provision of all of the following: (1) Equipment and supplies and publicity
5. You have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws
6. You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws
7. You have the right to file a confidential discrimination complaint with the United States Office of Civil Rights or the State Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex
8. You have the right to pursue civil remedies if you have been discriminated against
9. You have the right to be protected against retaliation if you file a discrimination complaint

If you have a complaint about Title IX, contact the Title IX Coordinator listed above. You have 180 days from the date of the alleged discrimination unless the time for filing is extended for good cause by the Title IX Coordinator. Although you are not required to utilize the School's internal grievance procedure, you may do so prior to filing a complaint with the Office of Civil Rights (OCR). If you use the School's internal grievance process, our Title IX complaint must be filed with the Office of Civil Rights within 60 days after the last act of the School's grievance process.

If using the School's grievance process, the School will investigate student Title IX claims of discrimination using the processes adopted through the Uniform Complaint Procedure. A copy of the School's Uniform Complaint Procedures is available on the school's website.

You may further pursue the complaint by contacting the OCR directly: <https://www2.ed.gov/about/offices/list/ocr/index.html>. The Web link for the OCR complaint form

is found at <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>. You may further contact the OCR directly at 800-421-3481 or by emailing ocr@ed.gov.

Title IX Coordinator and Investigator -Deanna Moreno
Email- deanna.moreno@sequoiagrove.org
Phone Number- 916-957-5709

Title IX- Decision Maker- Shannon Breckenridge
Email-shannon.breckenridge@sequoiagrove.org
Phone Number- (916) 521-1793

Title IX Appeals Officer - Jenell Sherman
Email- jenell.sherman@sequoiagrove.org
Phone Number - (916) 532-5923

Process for Initiating and Responding to Complaints

Students who feel that they have been subjected to unlawful discrimination described above or in school policy are strongly encouraged to immediately contact the Compliance Officer, Title IX Coordinator, Executive Director or designee, or any other staff member. In addition, students who observe any such incident are strongly encouraged to report the incident to the Compliance Officer, Title IX Coordinator, or Executive Director, regardless of whether the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the Compliance Officer, Title IX Coordinator, or Executive Director within one workday, regardless of whether the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When a report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the Executive Director, Compliance Officer, or Title IX Coordinator, shall notify the student or parent/guardian of the right to file a formal complaint in accordance with the Uniform Complaint Procedures or, for complaints of sex discrimination, including sex-based harassment, the right to initiate the Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

Once notified verbally or in writing, the Compliance Officer or Title IX Coordinator shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and



ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the Executive Director, Compliance Officer, Title IX Coordinator, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Executive Director or designee who shall determine how the complaint will be investigated.

