

**NOTICE OF MEDIA ARTS COLLABORATIVE CHARTER SCHOOL (MACCS)  
TITLE IX POLICY AND GRIEVANCE AND COMPLAINT PROCEDURES PROHIBITING  
SEX-BASED DISCRIMINATION**

**TO:** Students, employees, families, others who volunteer, or work with Media Arts Collaborative Charter School (MACCS)

**WHAT IS TITLE IX?**

- Title IX of the Education Amendments of 1972 (“Title IX”) is a federal law that prohibits sexual discrimination in all educational programs and activities, such as athletic programs and extra-curricular activities. The law’s intent is to ensure that people are not sexually harassed or discriminated against based on gender in any educational program or activity operated by the School. Title IX protects all participants in the School’s educational programs and activities including students, employees and job applicants.

**THE SCHOOL’S POLICIES PROHIBIT AND PROVIDE FOR GRIEVANCE COMPLAINT PROCEDURES.**

- The School does not discriminate on the basis of sex and prohibits discrimination, which includes sexual harassment and sexual violence in all of the programs or activities that it operates. The School’s governing body has adopted a formal policy addressing the requirements of Title IX (Title IX Sexual Nondiscrimination/Sexual Harassment Policy as well as a Title IX Grievance Complaint Procedure that can be found in the MACCS *Parent/ Student Handbook* and *Employee Handbook*. These policies procedures apply to students as well as employees.

**WHO SHOULD I CONTACT TO FILE A COMPLAINT OR TO KNOW MORE ABOUT MY RIGHTS?**

- Employees or students who believe they have been discriminated against or sexually harassed should contact the School’s Title IX Coordinator who can be reached at:
  - Name of Title IX Coordinator
  - Title (e.g. School Director, Title IX Coordinator)
  - Email address
  - Phone number(s)
  - School physical and mailing address
  - [If filing online report is available, include link]
- Student Complaints may also be filed with the United States Department – Office for Civil Rights:  
Office for Civil Rights <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html> .  
Denver Office  
Office for Civil Rights  
U.S. Department of Education  
Cesar E. Chavez Memorial Building  
1244 Speer Boulevard, Suite 310  
Denver, CO 80204-3582
- Employees Complaints may also be filed with the New Mexico Human Rights Bureau or the United States Equal Opportunity Commission:  
New Mexico Human Rights Division  
1595 Pacheco St., Suite 103  
Santa Fe, NM 87505  
<https://www.dws.state.nm.us/Filing-a-Charge-of-Discrimination>

U.S. Equal Employment Opportunity Commission  
505 Marquette Avenue, NW  
Albuquerque, NM 87102  
<https://www.eeoc.gov/filing-charge-discrimination>

#### **HOW TO FILE A TITLE IX SEXUAL DISCRIMINATION OR SEXUAL HARASSMENT COMPLAINT**

- First, contact the Title IX Coordinator, see above.
- The Title IX Coordinator will provide you with the information you need to file a written complaint or will be available for you to talk about your concerns even if you only want to make a report about yourself or someone else.
- Your report or complaint will be written down and if you want to proceed in a formal manner you will be asked to sign and file a Formal Complaint and to follow the School's Title IX Grievance and Complaint Procedure.

#### **WHAT DOES THE SCHOOL DO WITH YOUR COMPLAINT?**

- The School will process the Formal Complaint according to its School's Title IX Grievance Complaint Procedures.
- You will be kept informed by the Title IX Coordinator of the progress of the Investigation.
- You will be contacted by the Title IX Coordinator to discuss your complaint and to discuss Supportive Measures to help you continue your school programs and/or activities without further sexual discrimination or sexual harassment.
- Once the Investigator has finished collecting the evidence another person will review that evidence and decide whether a violation of the Title IX Policy occurred.
- If there has been a violation, consequences for the behaviors will be imposed and that information will be made known to you and the other person or people found in violation of the Title IX policy.
- Either you or the person who was found in violation of the School's Title IX Policy does not agree with the decision, an appeal may be filed.

#### **CAN I REPORT CONDUCT THAT OCCURRED DURING A SCHOOL'S EDUCATIONAL PROGRAM OR ACTIVITY TO LAW ENFORCEMENT?**

- Yes. If you believe you have been a victim of criminal conduct, you should **immediately** contact law enforcement and not wait to speak to School officials.
- You can and should report any such incident to School Officials, even if you do not intend to file a Title IX complaint.