

Title IX Policy

Purpose

This Policy is established by Achievement First in adherence with Title IX of the Education Amendments of 1972 (“Title IX”) and all applicable state statutes and regulations. Title IX prohibits Achievement First from discriminating on the basis of sex (including Sex-based Harassment and Sexual Assault) in all facets of its educational programs and activities, including distance learning.

This Policy applies equally to all of Achievement First’s students, employees, Authorized Volunteers, parents, and other members of Achievement First community. This Policy applies to conduct At School, at school events, and Away From School in all other instances when Achievement First has substantial control over the parties and the context in which the alleged misconduct occurred. This Policy may also apply to the in-program effects of alleged misconduct that occurs Away From School under circumstances in which Achievement First does not have substantial control over the parties and/or the context in which the alleged misconduct occurred

B.

Achievement First does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, ethnicity, age, disability, veteran, genetic information, or marital status in the delivery of its education programs and activities. Pursuant to Title IX, this specific policy is limited in scope to instances of alleged discrimination on the basis of sex. If any member of the Achievement First community has any questions or concerns with respect to this Policy and/or Title IX, he/she may contact Achievement First’s Title IX Coordinators and/or the United States Department of Education’s Office for Civil Rights. Achievement First’s Title IX Coordinators are identified within this Policy and shall be available to answer all questions concerning this Policy.

Achievement First’s policy of non-discrimination in its educational programs and activities extends to employment and admission considerations.

C. Definitions

At School: In a classroom, all school common areas, on or immediately adjacent to school premises, on school property, on a school bus or other school-related vehicle, at a school bus stop, or at any school-sponsored or school-related activity or event whether or not it is on school grounds.

Authorized Volunteer: Any person who is not employed by Achievement First, does not receive any compensation from Achievement First, has undergone Achievement First-required criminal background checks, and is permitted to provide services approved by Achievement First to the community, including students, employees, and other partners.

Away from School: Any location not defined above as “At School”. To the extent that an alleged violation of this Policy impacts Achievement First’s programs and/or activities, “Away from School” may

include locations that are outside of Achievement First's education program and/or beyond Achievement First's substantial control.

Complainant: A student or employee alleged to have been subjected to conduct that could constitute sex discrimination. A Complainant may also be a person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination if that person was participating or attempting to participate in the school/district's education program or activity at the time of the alleged sex discrimination. For students under the age of majority, parents and legal guardians have the legal right to act on behalf of the student Complainant in Title IX matters.

Complaint: An oral or written request to Achievement First that objectively can be understood as a request for the recipient to investigate and make a determination about alleged discrimination under Title IX.

Respondent: A person who has been reported to be the perpetrator of conduct that could constitute discrimination on the basis of sex and/or Sex-based Harassment. A Respondent can be another student, a teacher, an administrator, any other Achievement First employee, or a third party. Respondents will be presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process

Sex-based Harassment : A form of sex discrimination; includes sexual harassment and other harassment on the basis of sex, including sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity; sexual assault, dating violence, domestic violence, and stalking. Also includes, but is not limited to, degrading remarks, gestures, jokes, notes, graffiti, spreading rumors, indecent exposure, unwelcome touching, grabbing, pinching, or brushing against another in a sexual way.

Quid Pro Quo: A form of sexual harassment involving an employee agent, or other person authorized by Achievement First, to provide an aid, benefit, or service under Achievement First's education program or activity, explicitly or impliedly conditioning the provision of such aid, benefit, or service, on a person's participation in unwelcome sexual conduct.

Hostile Environment: A form of sexual harassment involving unwelcome sex-based conduct, that based on the totality of the circumstances, is subjectively and objectively offensive, and is so severe or pervasive, that it limits or denies a person's ability to participate in or benefit from Achievement First's education program or activity. Factors to consider when evaluating whether a hostile environment exists include:

- Complainant's ability to access the education program or activity
- Type, frequency, and duration of the conduct
- Parties' ages, roles, and previous interactions
- Location and context of the conduct
- Achievement First's control over the Respondent

Hostile Environment Intimidation may also include:

Retaliation: Threats, coercion, or discrimination against any person by Achievement First, a student, an employee, or other person:

- For the purpose of interfering with any right under Title IX, OR
- Because the person has reported information, made a complaint, assisted, or participated or refused to participate in any manner in a Title IX Resolution Process

Sexual Assault: Includes sexual misconduct that is attempted or perpetrated against a victim's will or when a victim cannot consent because of age, intellectual disability, or any other disability precluding the victim from forming consent. Sexual Assault includes:

Rape: Penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.

Fondling: The touching of the private body parts of the Complainant (buttocks, groin, breasts), for the purpose of sexual gratification, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent because of their age or because of a temporary or permanent mental or physical incapacity.

Incest: Sexual intercourse, between persons who are related to each other, within the degrees wherein marriage is prohibited by [State] law.

Statutory Rape: Sexual intercourse, with a person who is under the statutory age of consent of Sixteen (16).

Dating Violence: Violence, on the basis of sex, committed by a person, who is in or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: Violence, on the basis of sex, committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, or by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of [State], or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of [State].

Pregnancy & Pregnancy-related Conditions: Includes the full spectrum of processes and events connected with pregnancy: pregnancy, childbirth, termination of pregnancy, or lactation, related medical conditions and recovery therefrom. No certification from a medical provider or other individual

that a pregnant student is able to participate in class or activity is required unless similar certification is required for all students in the class or activity, or a certified level of physical ability or health is necessary, or the information obtained is necessary for reasonable modifications and is not used for discriminatory purposes .

Supportive Measures: Individualized services reasonably available that are non-punitive, non-disciplinary, without fee or charge, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect the safety of the parties and/or the educational environment, or deter Sex-based Harassment. Under certain circumstances, Administrative Leave, Partial Removal or Emergency Removal may be necessary to protect the safety of the parties and/or the educational environment:

Administrative Leave: In some instances, placing an employee on administrative leave with pay and benefits during pendency of the Resolution Process may be appropriate as a supportive measure.

Partial Removal: In some instances, a partial removal from school or a certain school program may be appropriate as a supportive measure. Partial Removal must be consistent with the definition of supportive measures, and may not be for disciplinary or punitive purpose. Partial Removal is appropriate for preserving access, protecting safety, or providing support during the Resolution Process. If the Title IX Coordinator determines that a partial removal is disciplinary or punitive, the Emergency Removal provision applies.

Emergency Removal: If/when a threat arises in the context of reported Title IX allegations, a Respondent may be removed from school after an individualized safety and risk analysis and upon a determination that their continued presence in the school presents an imminent and serious threat to the health or safety of the Complainant, any students, employees, or other persons. A Respondent must be provided with notice and an opportunity to challenge the decision immediately, and the Emergency Removal process must maintain the rights granted by the IDEA, Section 504 and the ADA.

Witness: Someone who has information about an alleged incident or situation that is being investigated under Title IX.

D. Title IX Coordinators

The Title IX Coordinators' responsibilities shall include, but are not limited to:

- Coordinating Achievement First's compliance with Title IX, including Achievement First's grievance procedures for resolving Title IX Complaints;
- Drafting and publicizing procedures for reporting possible Title IX violations;
- Overseeing Achievement First's prevention of and response to Title IX reports and Complaints;
- Ensuring fair, equitable, and prompt resolution of Complaints;

- Offering the Complainant supportive measures with or without the submission of a formal Complaint, considering the Complainant's wishes with respect to supportive measures, and explaining to the Complainant the process for filing a Complaint;
- Identifying and addressing any patterns or systemic problems revealed by such reports and Complaints;
- Providing confidential (to the extent possible) written reports to the Superintendent/Head of School and the School Committee/Board of Directors as requested, but at least once every 4 months. If the Head of School and/or the School Committee/Board of Directors serves as a Title IX Decision-Maker or Appellate Decision-Maker, such reports shall exclude information on pending and ongoing matters. Reports shall be kept in a separate and secure Title IX file;
- Providing training to Achievement First's employees, Authorized Volunteers, and other members of Achievement First community with respect to Title IX and Achievement First's implementation of this Policy.

The Title IX Coordinators shall understand and have knowledge of the Title IX requirements and Achievement First's own policies and procedures on sex discrimination, anti-bullying, anti-retaliation, school place violence, and Sex-based Harassment. Achievement First shall require that the Title IX Coordinators, as well as Investigators and adjudicators, be free of any conflict of interest or bias for or against Complainants or Respondents, generally, or an individual Complainant or Respondent. Any training materials for Title IX Coordinators, Investigators, adjudicators, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of Complaints of Sex-based Harassment.

Each and every report or Complaint made to Achievement First pursuant to Title IX or reasonably related to Title IX must be provided to the appropriate Title IX Coordinator to achieve his/her mission. When a Title IX Coordinator is notified of conduct that reasonably may constitute sex discrimination, the Coordinator must take action to promptly and effectively end any sex discrimination, prevent its recurrence, and remedy its effects

Effective upon adoption of this Policy by the respective regional Boards of Directors, the Title IX Investigator shall be:

For Complaints involving employees and volunteers:

Brie Apruzzese
470 James Street, Ste 007
New Haven, CT 06513
Phone: 203-773-3223
TalentConcern@achievementfirst.org

For Complaints involving students only, the Regional Directors of Operations shall serve as Deputy Title IX Coordinators for their respective regions:

Connecticut:

Melissa Izzo and Amy Basile
Regional Directors of Operations
470 James Street, Suite 007
New Haven, CT 06513
Phone: 203.773.3223

E. Sex-based Harassment and Sexual Assault

Sex-based Harassment and Sexual Assault are prohibited and will not be tolerated. Achievement First expressly prohibits Sex-based Harassment and Sexual Assault At School of or by a student to another student; a student of or by a member of the staff; and/or of or by any other person who is any way associated with Achievement First. This Policy also prohibits Sex-based Harassment and/or Sexual Assault At School by and among Achievement First's employees and Authorized Volunteers. To this end, Achievement First commits its staff to the implementation of a comprehensive and preventive approach that addresses the underlying reasons for this behavior and helps to create a better school community that supports learning and teaching for students and adults.

F. Grievance Procedure

To facilitate the prompt and equitable resolution of any and all Title IX complaints, Achievement First adopts the following grievance process. For the purpose of Title IX complaints and investigations, Achievement First will apply a preponderance of the evidence standard of review. Complainants may choose to submit a written grievance to Achievement First's Title IX Coordinator using the Title IX grievance form included as Appendix A of this Policy.

- A formal grievance process is initiated when:
 - A Complainant makes a written or verbal report alleging discrimination prohibited by Title IX to the Title IX Coordinator or
 - When the Title IX Coordinator receives a report of a suspected Title IX violation from another Achievement First student, employee, volunteer, or other community member.
 - If a Complainant does not wish to pursue a Title IX Complaint, the Title IX Coordinator may nevertheless initiate the grievance process if/when the Coordinator determines that an imminent and serious threat exists; or the alleged conduct prevents the Achievement First from ensuring equal access to its education program or activity.

- Upon the Title IX Coordinator's receipt of a grievance or other complaint pursuant to this policy, or the Title IX Coordinator's initiation of the grievance process, a Title IX Investigator, shall commence and conduct an investigation pursuant to the procedures set forth within this Policy. The Title IX Coordinator may serve as an Investigator, or may designate another trained Title IX Investigator from within or outside of Achievement First to conduct investigations.
- The Title IX Coordinator will provide written notice of the investigation to all parties. The notice will include, among other things, a copy of this policy and a sufficiently detailed description of the allegations. The notice will specify the identities of the parties involved, the conduct allegedly in violation of Title IX, and the date and location of the incident(s), if known.
- Following an investigation (described in further detail under Section H below), a Decision Maker, who may also be the Title IX Coordinator and/or Investigator, shall determine whether the Complainant was limited or denied participation in, denied the benefits of, or subjected to discrimination on the basis of sex with respect to any Achievement First program or activity.

Hearings are not required under Title IX for complaints involving elementary and secondary school students, and there is no right to a hearing under Achievement First's standard grievance procedure. If a party requests a hearing, the Title IX Coordinator will determine, in his/her sole discretion, whether to grant the request. The Title IX Coordinator's decision in this regard is not subject to appeal.

- After reviewing the Investigator's report and any submissions of the parties, and following a hearing, if such hearing is requested and granted, the Decision Maker shall prepare a written report setting forth his/her findings, conclusions, and actions to be taken, if any, and will determine with whom to share the report. Any/all parties to the Complaint shall be entitled to receive a copy of the written determination report.
- The Title IX Coordinator shall, as necessary, take appropriate action(s) to ensure that Achievement First implements any remedies called for in the decision and otherwise complies with Title IX in a manner that is prompt and equitable to the parties.
- If any party wishes to appeal the decision(s) of the Decision Maker, that party must make a written appeal to the [appellate decision-maker] within ten (10) business days. Appeals will only be allowed for the following reasons:
 - Procedural irregularity that affected the outcome of the matter; or
 - New evidence that was not reasonably available at the time the determination regarding responsibility was made, that could affect the outcome of the matter; or

- The Title IX Coordinator, Investigator, hearing officer, or Decision-Maker had a conflict of interest or bias for or against Complainant(s) or Respondent(s) generally or an individual Complainant or Respondent that affected the outcome of the matter.
- If/when an appeal is allowed, parties will be notified in writing and will have the opportunity to submit a written statement in support of or challenging the decisions of the Decision Maker. Appeals will be decided by the [appellate decision-maker].
- The [appellate decision-maker] shall issue a written report within ten (10) business days of the deadline for the submission of written statements by the parties. The [appellate decision-maker]'s written report shall include a notice to the parties of their further appellate rights.

G. Reporting Responsibilities

The Title IX Coordinator shall establish—and prominently publicize to students, employees, volunteers, and parents—procedures concerning how to report conduct believed to violate this Policy and how such reports will be acted on. Anyone who experiences and/or witnesses conduct that is or is reasonably believed to be in violation of this Policy, and/or anyone who has information that such actions have occurred may file a report.

All Achievement First employees shall report incidents of alleged violations of this Policy to the Title IX Coordinator as soon as they learn of or have actual knowledge of any conduct allegedly in violation of this Policy. Employees shall report all relevant details that the victim Complainant shared or that the employee observed, including, but not limited to, the names of the alleged Respondent and Complainant (or a victim who does not wish to file a Complaint), the date, time, and location of the alleged conduct, and the circumstances surrounding the alleged conduct. **An Achievement First employee's failure to report a violation of this Policy of which he or she has actual knowledge shall result in disciplinary action, including termination of employment.**

Students who witness alleged violations of this Policy, or parents whose children inform them of alleged violations of this Policy, shall report incidents to the Title IX Coordinator. Whether victims of alleged Title IX violations choose to file a Complaint or not, they shall not be disciplined for failing to report an alleged violation of this Policy themselves. All reports from students or parents/guardians will be maintained in confidence to every extent possible.

Although Achievement First cannot discipline or sanction parents or guardians who elect not to report violations of this Policy, particularly Sexual Assault and/or Sex-based Harassment, when they learn of any such conduct, Achievement First **strongly encourages** parents or guardians to contact the Title IX Coordinator as soon as practicable with any and all relevant information that they receive.

Reports will remain confidential, to every extent possible. Achievement First may, however, have a legal obligation to share information received during an investigation. For example, Achievement First is required to report known and suspected cases of child abuse to the Department of Children Youth and Families. Achievement First may also have an obligation to report known or suspected violations of the law to law enforcement.

No individual who exercises their Title IX rights shall be subject to retaliation. Neither the Achievement First nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing. Charges against an individual for code of conduct violations that do not involve sex discrimination or Sex-based Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Complaint of Sex-based Harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. Achievement First shall keep confidential the identity of Complainants, Respondents, and witnesses, except as may be permitted by the Family Educational Rights and Privacy Act (“FERPA”), or as required by law, or as necessary to carry out a Title IX proceeding. Complaints alleging retaliation may be filed according to the Grievance Procedures in this Policy. By filing a Title IX complaint, no student, employee, volunteer or parent making such a report shall extinguish his or her right to file criminal or civil complaints concerning the same conduct.

Reports must be acted upon by those persons receiving the report and the Title IX Coordinator (upon receipt of a report), whether made orally or in writing. Knowingly filing false reports shall result in the taking of disciplinary measures.

Upon receiving a credible report of an alleged violation of this Policy, Achievement First will take all necessary measures to ensure the safety all parties (e.g., separate the Complainant(s) from the Respondent(s); provide alternative schedules to one or both parties; provide necessary support services to the Complainant, etc.) and will provide the Complainant(s) and the Respondent(s) and their respective parent(s) or guardian(s) with regular updates as to the status of the investigation.

Achievement First shall implement appropriate interim supportive measures on a case-by-case basis and shall not rely upon any fixed rules related to any such measures. Supportive measures shall be designed to restore or preserve equal access to Achievement First’s education program or activity, protect student and employee safety, and deter sexual harassment. Examples of supportive measures include, but are not limited to, counseling, extensions of time or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, and other similar measures.

Achievement First will provide Complainants with the contact information for available resources outside of Achievement First, including but not limited to, victim assistance organizations, law enforcement, mental health services, legal assistance, and or counseling services. If the Respondent is a Achievement First employee and the Complainant is a Achievement First student, Achievement First will report the alleged misconduct to the appropriate law enforcement agencies.

H. Investigation

The Title IX Coordinators shall oversee all Achievement First Title IX investigations in their respective regions. Depending on the nature of the alleged violation of this Policy, an investigation may include, but is not limited to conducting interviews with the Complainant and the Respondent; conducting

interviews with witnesses; conducting interviews with the parent(s) or guardian(s) as necessary; reviewing law enforcement investigation documents, as applicable; reviewing student and personnel files; and gathering information from all other available outside sources.

All investigations shall commence once the Title IX Coordinator receives notice of the alleged violation of this Policy. Therefore, it is essential that Achievement First employees, students, parents, guardians, and/or Authorized Volunteers immediately report suspected misconduct as soon as practicable once they have actual knowledge about such misconduct.

When commencing an investigation that may lead to disciplinary action against the Respondent, the Title IX Coordinator shall provide written notice to all Parties. Written notice to the Respondent (and/or his/her parents/guardians) of the allegations constituting a potential violation of this Policy, including sufficient details with sufficient time to prepare a response before any initial interview. The written notice shall also include a description of the Complaint process; a statement that the Respondent is presumed innocent until a determination of responsibility has been made; a notice of the Respondent's right to review evidence and right to an advisor; and the prohibition against false statements or providing false information during Formal Complaint process.

All investigations shall be conducted impartially and in an adequate, reliable, and impartial manner. The designated Title IX Investigator shall analyze and document the available evidence to support reliable decisions, interview and objectively evaluate the credibility of parties and witnesses, synthesize all available evidence—including both inculpatory and exculpatory evidence—and take into account the unique and complex circumstances of each case. The investigation shall result in a written report summarizing the relevant exculpatory and inculpatory evidence.

Throughout the investigation, the Respondent and the Complainant shall be permitted to, at a minimum:

- Receive written notice in advance of any interview or hearing with sufficient time to prepare for meaningful participation;
- Have equal and timely access to all witness statements and other documents/reports gathered by Achievement First during the investigation.
- Present relevant witnesses and evidence, including expert witnesses;
- Retain counsel, at the parties own expense;
- Request a hearing (available only at the discretion of the Title IX Coordinator)
- If a hearing is granted, parties may cross-examine witnesses as necessary.

Information gathered during the investigation shall be kept confidential to the extent possible. All evidence directly related to the allegations will be provided to the parties, or the parent(s) or guardian(s) of the parties and their advisors, as applicable, for inspection and review, and the parties will

have ten (10) days to provide a written response to the Investigator. The Investigator will consider any such responses prior to issuing the final Investigation Report.

After Achievement First has sent the investigative report to the parties and before reaching a determination regarding responsibility, the Decision Maker(s) must afford all parties ten (10) days to submit any written, relevant questions that they may wish to have asked of any party or witness. The Decision Maker shall review the parties' written questions, if any, for relevance to the alleged violation(s). If the Decision Maker deems a question to be irrelevant, that question shall not be transmitted to the intended party, and the Decision Maker will apprise the questioning party in writing of the reason(s) the question was deemed to be irrelevant. If relevant questions are submitted, the Decision Make will convey those to the party/ies, provide each questioning party with each responding party's answers, and may allow for additional, limited follow-up questions from each party.

Achievement First shall make all determinations using a "preponderance of the evidence" standard. If allegations are found to be credible, appropriate disciplinary sanctions, subject to Achievement First's due process procedures, shall be imposed. Achievement First shall specifically inform the reporting party (and/or his/her parents/guardians) whether it found that the alleged conduct occurred, any individual remedies offered to the reporting party or any sanctions imposed on the responding party that directly relate to the reporting party, and other steps the school has taken to eliminate the hostile environment, if one was found to exist, and to prevent its recurrence, as appropriate.

Whenever conduct determined to meet the definitions of Sexual Assault and/or Sex-based Harassment in this Policy also may have involved conduct that that may violate state or federal criminal law, the police or other necessary agency(ies) shall be notified.

I. Option for Informal Resolution

Where appropriate in light of the nature of the allegations and facts involved, Achievement First may offer the parties the option to pursue an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. All parties must voluntarily agree to pursue informal resolution after receiving a full written disclosure of the allegations and their options for formal resolution. Achievement First will not offer an informal resolution process to resolve allegations that an employee sexually harassed a student.

J. Dismissal of a Title IX Complaint

Achievement First may, in its discretion, dismiss a formal complaint or allegations therein if the Respondent no longer participating in education program or employed by LEA, if the Complainant withdraws all or a portion of complaint and any remaining conduct would not be sex discrimination under Title IX, and/of it the alleged conduct, if proven, would not be sex discrimination under Title IX. School must make reasonable efforts to clarify allegations before dismissal.

If Achievement First dismisses a formal complaint, all parties will be notified. A party may appeal Achievement First's decision to dismiss a formal complaint by following the Appeals Process set forth

below. The Complaint may also be referred for investigation and possible disciplinary action pursuant to other applicable Achievement First policies.

K. **Disciplinary Sanctions**

Students: Disciplinary sanctions any violation of this Policy may include, but are not limited to, loss of privilege to participate in extracurricular activities including athletics and school social events; loss of school bus transportation; assignment of additional school work or community service; and—depending on the extent of involvement in the prohibited activity—suspension or removal from school.

Employees: Disciplinary sanctions for any violation of this Policy may include, but are not limited to, suspension, termination, or filing of criminal charges as warranted.

Volunteers/Parents: Disciplinary sanctions for any violation of this Policy may include, but are not limited to, denial of access to school premises, school-related events, or school-sponsored events; suspension or termination of volunteer activities; or filing of criminal charges as warranted.

L. **Prevention**

The Title IX Coordinators shall ensure that students and staff are instructed on how to identify, prevent, and report violations of this Policy. The Title IX Coordinators, in conjunction with the [insert appropriate title] and the Board of Directors in their respective regions, shall also ensure that Achievement First’s health program and counseling services include the appropriate social skills training to help students avoid isolation and help them interact in a healthy manner. School staff shall model correct and courteous behavior to each other, to students, parents and to visitors. Abusive or humiliating language or demeanor shall not be accepted.

M. **Enforcement Agencies**

Nothing in this Policy is intended to prohibit or discourage individuals from contacting the applicable state and/or federal enforcement agencies with complaints or concerns, including but not limited to:

For Connecticut and Rhode Island Schools:

Office for Civil Rights
Boston Office U.S. Department of Education
5 Post Office Square
8th Floor Boston, MA 02109-3921
Tel: 617-289-0111 E-mail: OCR.Boston@ed.gov

Equal Opportunity Employment Commission (EEOC)
John F. Kennedy Federal Building
15 New Sudbury Street, Room 475
Boston, MA 02203-0506
Tel: 800-669-4000 TTY: 800-669-6820

3. Witnesses. Include names, any known contact information, and brief description of each witnesses' knowledge of events. Attach extra pages if necessary.

4. Corrective Action. If you wish, please describe any corrective action you would like to see taken with regard to the alleged misconduct. Attach an extra page if necessary.

Signature of Complaint or Parent/Guardian on Behalf of Complainant

NOTE: A signature is not required in order to submit this Complaint.