

CODE NO. 102

EQUAL EDUCATIONAL OPPORTUNITY

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same educational opportunity.

The Choice Charter School does not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Charles Mausser, cmausser@choicecharterschool.org or (515)850-2545.

Board policies, rules and regulations affect students while they are online; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Choice Charter School, PO Box 193, Union, Iowa 50258 or by telephoning (515) 850-2545.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576

OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

This is a mandatory policy.

NOTE: A school may have a different coordinator for each law or consolidate the responsibilities under one employee. The Iowa Department of Education encourages districts to have no more than two (2) coordinators: one for employment and one for programs. If the district has more than one coordinator, publications of this policy and notifications must include the name, contact address, contact phone number and email address for each coordinator.

NOTE: The language utilized above is consistent with Iowa Department of Education guidance released in the School Leader Update on September 1, 2015. The classes listed are all mandatory.

NOTE: Some conduct that falls under a school's equal educational opportunity policy also may trigger responsibilities under the state's anti-bullying/anti-harassment laws. By limiting the response to a specific application of its equal educational opportunity policy and the accompanying grievance procedures, a school may fail to properly consider whether the alleged conduct also results in bullying and/or harassment.

Legal Reference: 20 U.S.C. §§ 1221 et seq.
20 U.S.C. §§ 1681 et seq.
20 U.S.C. §§ 1701 et seq.
29 U.S.C. § 206 et seq.
29 U.S.C. § 794 42 U.S.C. §§ 2000d and 2000e.
42 U.S.C. §§ 12101 et seq.
34 C.F.R. Pt. 100.
34 C.F.R. Pt. 104.
Iowa Code §§ 216.6; 216.9; 256.11; 280.3. 281 I.A.C. 12.

Cross Reference: 101 Educational Philosophy of the School District
401.1 Equal Employment Opportunity
506.1 Student Records

Approved _____ Reviewed _____

Code 103

Long-Range Needs Assessment Process

Long-range needs assessment enables the school district to analyze assessment data, get feedback from the community about its expectation of student and determines how well students are meeting student learning. The board will conduct ongoing and in-depth needs assessment, soliciting information from business, labor, industry, high education and community members, regarding their expectations for adequate student preparation.

In conjunction with the in-depth needs assessment of the school district, the board will authorize the appointment of a committee, representing administrators, employees, parents, students and community members, to make recommendations and assist the board in determining the priorities of the school district in addition to the basic skills areas of the education program.

At least every five (5) years the board shall conduct an in-depth needs assessment, soliciting information from parents, students, business, labor, industry, higher education, and community members, regarding their expectations for adequate student preparation. One purpose of this assessment is to assist the board in developing and evaluating a statement of philosophy for the school district. The second purpose of this assessment is to determine the areas of student performance, knowledge, and attitudes and the areas of school district operations which are judged to be the most crucial in meeting school or school district goals. As part of its assessment, the board shall develop a process for communicating with business, industry, labor, and higher education regarding their expectations for adequate student preparation. The statement of philosophy shall describe the board's beliefs and topics which shall include the nature of learning, the purpose of the school district, the scope of educational experiences that the school district should provide, the nature of its learners and a description of a desirable learning atmosphere.

It is the responsibility of the CEO to ensure the school district community is informed of students' progress on state and locally determined indicators. The CEO will report annually to the board about the means used to keep the community informed.

As a result of the board and committee's work, the board will determine major educational needs and rank them in priority order; develop long-range goals and plans to meet the needs; establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance; evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of student performance and results of school improvement

projects; and annually report the school district's progress made under the plan to the committee, community and Iowa Department of Education.

Legal Reference:

[Iowa Code §§ 21; 256.7; 280.12.](#)

[281 I.A.C. 12.8\(1\)\(b\).](#)

Approved _____ Reviewed _____

Code 104

Anti-Bullying/Anti Harassment

Choice Charter School follows the policies of the Iowa Department of Education which states, we prohibit “harassment and bullying of or by students, staff, and volunteers **(RD1.4)** which is based on actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status and which creates an objectively hostile school environment **(I.D.2.)**. *281—IAC 12.3(13), Title IX Section 106.31, Iowa Code 280.28(3) and 729A.1”*

It is essential to understand, “harassment and bullying is construed to mean any electronic, written, verbal, or physical act related to the specified traits or characteristics stated above. The local board policy must contain all of these 17 traits or characteristics, but does not need to be limited to these 17.” The following Choice Charter School policies and procedures cover student vs. student, student vs. staff, staff vs. staff, and staff vs. student issues:

It is the policy of Choice Charter School that school employees and volunteers not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, either in person or virtually, towards students. It is the policy of the district to respond to allegations of abuse by school employees or volunteers by investigating or

arranging for the full investigation of any allegations, and to do so in a reasonably prudent manner. Anyone believing that an employee or volunteer of Choice Charter School has abused a student must report the abuse to Charles Mausser, Principal.

It is the policy of Choice Charter School that students, school employees, and volunteers will not commit acts of harassment or bullying towards other students or staff. Anyone believing that a student or staff member has been harassed or bullied by another student or Choice Charter School employee or volunteer must report the abuse to Charles Mausser, Principal.

-Staff and students who, without establishing a pattern of doing so, engage in isolated conduct of the kind just described, or who exhibit a pattern of engaging in such conduct but fail to realize that their actions discomfort and/or humiliate, demonstrate insensitivity that necessitates remedial measures. When program administrators become aware that such activities are occurring in their areas, they should discuss such conduct with those involved and, where appropriate, recommend that person take an educational program designed to develop understanding of the harm being done. If, after participating in the educational program or failing to participate after being recommended to do so, a person continues to engage in the unbecoming conduct previously described, he or she will be deemed to have engaged in a pattern of conduct intended to discomfort or humiliate the one at whom the actions or statements are directed. If you have questions or a grievance related to this policy please contact Dr. Cynthia Knight, CEO at dr.knight@choicecharterschool.org or call (515) 850-2545.

Code 106

Discrimination and Harassment Based on Sex-Prohibited

In accordance with Title IX of the Education Amendments Act of 1972, the Choice Charter School prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the School. This prohibition on discrimination applies to students, employees, and applicants for employment.

The Board authorizes the CEO to adopt procedures for any individual to report sexual harassment to the School's Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the School may still offer supportive measures to the subject of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the School's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the School's designated Title Coordinator at the (515) 850-2545.

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact the School's Title IX Coordinator.

Legal References: 20 U.S.C. § 1681 *et seq.*

34 C.F.R. § 106 *et seq.*

Approved _____ Reviewed _____