

Skyline Education, Inc.
Non-Discrimination and Equal Educational Opportunity Policy

Skyline Education, Inc. complies with federal and state laws prohibiting unlawful discrimination based on race, color, national origin, sex, disability and age in its programs and activities. Such programs and activities may include, but are not limited to, admissions, recruitment, academic programs, counseling and guidance, discipline classroom assignment, grading, vocational education, recreation, physical education, athletics and employment.

Skyline Education, Inc. specifically complies with the following federal civil rights statutes and related regulations with respect to its students:

Title VI of the Civil Rights Act of 1964 and its implementing regulations, which prohibit discrimination or retaliation the basis of race, color or national origin (including limited English proficiency or English learner status).

Title IX of the Education Amendments of 1972 and its implementing regulation, which prohibit discrimination based on sex (including discrimination based on pregnancy, parental status and sex stereotypes as well as sexual violence).

Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, which prohibit discrimination based on disability.

Boy Scouts of America Equal Access Act, which prohibits discrimination against any group officially affiliated with the Boy Scouts or affiliated with any other youth group protected by federal law.

Skyline Education, Inc. is responsible for complying with these laws and is responsible for promptly and equitably resolving unlawful discrimination, harassment and retaliation. Skyline Education Inc. does not tolerate racial or sex discrimination, harassment or retaliation and will therefore take effective action, including disciplinary action, when appropriate.

Reporting Responsibilities

Any person who believes he/she has been the subject of or is a witness to discrimination or harassment shall immediately notify a teacher, office personnel or the school leader. If an immediate report is not possible, a report should be made as promptly as possible, and within 30 calendar days.

A teacher or other staff member receiving a report from a student or parent/guardian or who otherwise becomes aware of unlawful discrimination or harassment shall notify the school leader the same day whenever possible, and no later than two (2) school days from receipt of the report or other information.

All staff members have the duty to report allegations of child abuse pursuant to state law (A.R.S. 13-3620).

Investigation / Remedial or Other Actions

Upon receipt of notice that an incident of discrimination, harassment or retaliation has occurred, the school leader or designee will adhere to Skyline Education, Inc.'s standard Policies, practices or procedures to investigate the incident and take appropriate follow up actions.

Definitions

For purposes of Title IX compliance, the following definitions apply:

Sexual harassment - unwelcome sexual advances; requests for sexual favors; and verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting.

Sexual violence - physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent.

Gender-based bullying or harassment: unwelcome conduct based on a student's actual or perceived sex. It includes slurs, taunts, stereotypes, or name-calling. Additionally, gender-based harassment includes gender-motivated physical threats, attacks or other hateful conduct.

For purposes of Title VI compliance, the following definitions apply:

Racial and national origin harassment: unwelcome conduct based on a student's actual or perceived race or national origin. It can take the form of slurs, taunts, stereotypes, or name-calling. Additionally, racially-motivated physical threats, attacks, or other hateful conduct are likewise considered harassment.

For purposes of Section 504 and ADA compliance, the following definition applies:

Disability harassment - unwelcome conduct based on a student's actual or perceived disability. It can include slurs, taunts, stereotypes, or name-calling. It can also include any disability-motivated physical threats, attacks, or other hateful conduct.

Compliance Officers

Section 504 / ADA concerns should be addressed to Compliance Officer Swen Anderson, 2020 N. Arizona Ave., Suite 109, Chandler, Arizona 85225. Tel: (480) 779-2010 or (877) 225-2118 (toll free). Email: sanderson@skylineschools.com.

Title IX, Title VI or other concerns regarding unlawful discrimination, harassment or retaliation should be addressed to Compliance Officer Swen Anderson, 2020 N. Arizona Ave., Suite 109, Chandler, Arizona 85225. Tel: (480) 779-2010 or (877) 225-2118 (toll free). Email: sanderson@skylineschools.com.

The Grievance Procedure pertaining to the laws described above are found on pages ____ - ____ of this Handbook. When a Grievance is filed, Skyline Education, Inc. will adhere to the procedures set forth in the Grievance Procedure.

Any person may also contact the U.S. Department of Education, Office for Civil Rights to learn more about federal non-discrimination laws or how to file a complaint. Office for Civil Rights, Denver Office, U.S. Department of Education, 1244 Speer Blvd., Suite 310, Denver CO 80204-3582. Tel: 303-844-5695 (TDD: 877-521-2172). Email: OCR.Denver@ed.gov.

Title VI, Title IX, Section 504, ADA Grievance Procedure

Who May Utilize This Grievance Procedure- Any person that believes Skyline Education, Inc. has discriminated based on race, color, national origin, sex, disability or age, or believes that Skyline Education, Inc. has violated the Boy Scouts of America Equal Access Act. This grievance procedure applies to Grievances filed by students or on their behalf alleging unlawful discrimination, harassment or retaliation carried out by employees, students or third parties.

Non-Discrimination and Equal Educational Opportunity Policy – Skyline Education, Inc.’s Non-Discrimination and Equal Educational Opportunity Policy provides important information about the federal civil rights statutes that apply to students, reporting responsibilities, investigation / remedial or other actions, definitions, Compliance Officers and contact information for the U.S. Department of Education, Officer for Civil Rights. Please see pages ___ - ___ of this Handbook for a copy of the Policy.

Submitting a Grievance - A Grievance Form is available in the school leader’s office or by contacting the Compliance Officer at (480) 779-2010 or rowens@skylineschools.com. Language or other assistance or accommodations shall be provided as needed to enable the Grievant to complete the Grievance Form or otherwise submit a written Grievance.

Timeliness - A Grievance must be filed as promptly as possible and within 30 calendar days after the individual knew or should have known of the alleged discrimination, harassment or retaliation, unless the time is extended by Skyline Education, Inc. for good cause shown. When a Grievance is filed with the school leader, the school leader shall forward a copy of the Grievance to the Compliance Officer.

Acknowledgement of Grievance – Skyline Education, Inc. shall acknowledge receipt of the Grievance within five (5) working days after receipt of the Grievance.

Confidentiality – The identity of the Grievance and the Grievance shall be kept confidential to the extent reasonably possible, given the need for Skyline Education, Inc. to investigate the Grievance and take appropriate remedial or other action. Skyline Education, Inc. will comply with the Family Educational Rights and Privacy Act (FERPA) throughout the Grievance process.

Reports of Alleged Criminal Conduct – If a Grievance includes a report of alleged criminal conduct (including, but not limited to, sexual assault/violence), the school leader, Compliance Officer or authorized designee shall ensure that mandatory reports are made to law enforcement authorities, the Department of Child Safety and the Arizona Department of Education, consistent with Skyline Education, Inc.’s reporting policies and state laws. In such situations, Skyline Education, Inc. will ensure that it provides any other appropriate response to the incident.

Informal Resolution - Alleged victims of unlawful discrimination shall not be required to work out the problem directly with alleged perpetrators without appropriate involvement of Skyline Education, Inc. personnel. Any informal process may be ended by an alleged victim at any time

to begin a formal state of the Grievance process.

Interim Measures – Pending the outcome of the investigation, interim measures may be taken to protect students in the educational setting. These measures shall be considered on a case-by-case basis, based upon the individualized needs of the complainant. Examples include, but are not limited to: removal of the alleged perpetrator, changes in course schedule or adult supervision.

Non-Retaliation - Federal law prohibits retaliation against any individual who files a Grievance or participates in a Grievance investigation or proceeding.

Investigation

1. The investigation procedures will be administered in a manner that eliminates any conflicts of interest by individuals handling the procedures.
2. Upon receipt of a Grievance, the school leader, Compliance Officer or authorized designee shall initiate an adequate, reliable and impartial investigation, including the opportunity for the complainant and alleged perpetrator to identify witnesses and evidence.
3. The investigator shall designate reasonably prompt time frames for the major stages of the Grievance process. Generally, the investigation should be completed within 30 business days of the date the Grievance was filed. The parties will be informed of the status of the investigation at regular intervals, if the investigation extends beyond 30 business days.
4. The investigator shall use a “preponderance of the evidence” standard (i.e., more likely than not) when making findings of fact.
5. Upon completion of the investigation, the investigator shall prepare written findings and conclusions. The complainant and alleged perpetrator shall be informed of the outcome of the investigation.

Remedial / Other Action – Skyline Education, Inc. will take steps to prevent recurrence of any harassment covered by this grievance procedure and remedy discriminatory effects on the Grievant and others, if appropriate. Potential remedies for students shall be determined on a case by case basis, depending upon the student’s needs. Potential sanctions against perpetrators shall be imposed in accordance with Skyline Education, Inc.’s policies relating to student and staff discipline.

Appeal Right – A Grievant that disagrees with the findings or conclusion of the investigator may submit an appeal to Skyline Education, Inc.’s Governing Board. An appeal must be submitted within fifteen (15) days of the date the Grievant is notified of the outcome of the investigation., and should include facts and/or documentary evidence supporting the Grievant’s position and

basis for appeal. The Governing Board shall issue a written decision on the appeal within thirty (30) days of the date of the appeal, or shall provide the Grievant with an alternative decision date if the 30-day time frame will not be met.

Right to File Criminal Complaint – An individual may simultaneously file a criminal complaint with law enforcement authorities and a Grievance pursuant to this procedure.

Maintenance of Records – Skyline Education, Inc. shall maintain all documentation of the Grievance investigation and any corrective actions taken in a system that allows the Compliance Officer or others to track incidents by school site and perpetrator.

Training – Skyline Education, Inc. shall provide training for all individuals implementing this grievance procedure.

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