



Purpose

The purpose of this procedure is to present the Allen School of Health Sciences position on sexual harassment and discrimination, as required by Title IX of the Education Amendments of 1972.

Scope

All applicants for enrollment or employment, employees, students and parents, and contracted personnel.

Policy

The Allen School of Health Sciences will not permit any form of sexual harassment including gender identification in the workplace/classroom environment, or tolerate any such conduct that has the purpose or effect of interfering with an individual's work/school performance or creating an intimidating, hostile, or offensive work/school environment. The Allen School of Health Sciences recognizes that sexual harassment is a violation of Title IX law.

In efforts to prevent such violation, a Title IX Coordinator has been assigned to play an essential role in helping ensure every person affected by the operation of our institution- including employees, students, their parents or guardians, applicants for admission and

employment-is aware of the legal rights Title IX affords and that our institution and its' officials, comply with the legal obligations under Title IX.

Procedure

The Title IX Coordinator's primary responsibility is to coordinate the recipient's compliance with Title IX, including the institution's grievance procedures for resolving Title IX complaints. All institutional officials will inform the Title IX Coordinator of all reports and complaints raising Title IX issues, even if the initial complaint was filed with another individual or office.

- 1. This responsibility includes coordinating complaints involving sexual harassment, monitoring outcomes, identifying and addressing any patterns, and assessing effects on the campus climate.**
- 2. The Title IX Coordinator is knowledgeable in all policies and procedures on sex discrimination outlined in Title IX law and official resources and will draft and revise such written policies, with final approval to be given by the institution President.**
- 3. The Title IX Coordinator will coordinate the collection and analysis from an annual climate survey *if*, as Office of Civil Rights (OCR) recommends, the school conducts such survey.**



Title IX Law

Overview of Title IX of the Education Amendments of 1972

On June 23, 1972, the President signed Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., into law. Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The principal objective of Title IX is to avoid the use of federal money to support sex discrimination in education programs and to provide individual citizens effective protection against those practices. Title IX applies, with a few specific exceptions, to all aspects of federally funded education programs or activities. In addition to traditional educational institutions such as colleges, universities, and elementary and secondary schools, Title IX also applies to any education or training program operated by a recipient of federal financial assistance. The Department of Education has issued regulations on the requirements of Title IX, 34 C.F.R. § 106.1 et seq. The Title IX common rule published on August 30, 2000 covers education program providers/recipients that are funded by other federal agencies.

Sec. 1681. Sex

(a) Prohibition against discrimination; exceptions



No person in the United States shall, on the basis of sex, and gender identification be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Formal Grievance Process

The Title IX coordinator is designated to formally investigate student grievances, address inquires and coordinate the Allen School of Health Sciences compliance efforts regarding student complaints and grievances. Notice of a formal complaint can be made in person, writing, or by email. The grievance should clearly and concisely describe the alleged incident(s), when and where it occurred, and the desired remedy sought. The grievance should be signed by the initiator or, in the case of an email submission, sent as an email attachment, in a letter format and should contain the name and contact information for the grievant (individual making the complaint). Any supporting documents and evidence should be referred to within the body of the formal grievance and included as attachment(s).

Upon the receipt of this information, the Title IX Coordinator, along with the Campus Director, and the Campus President, will open a formal case file. The Campus President will direct the investigation, determine the interim action for accommodations for the alleged victim, and/or take other necessary action.



Where the accused individual is found not responsible for the alleged violation(s), the investigation will be closed. Where the accused individual accepts the findings that s/he violated the Allen School policy, the Campus President will impose appropriate sanctions for the violation, after consultation with the Title IX Coordinator. Allen School will act immediately to end the discrimination, prevent recurrence of incident, and provide a remedy for the institution. The Campus President has final decision making authority with regard to formal complaints.

Reporting Incidents

If you are an Allen School of Health Sciences student, faculty or staff member and experience sexual harassment, misconduct, or discrimination, the school has a system of care and support to provide you with assistance. It is important to report any such incidences. The Allen School offers confidential services to provide advice, guidance and support to you by contacting or emailing our Title IX Coordinator.

IX Coordinator Contact Information

Ruth Martinez, Title IX Coordinator & Senior Director

Student Financial Affairs

175 Remsen Street, Suite 1100



Brooklyn, NY 11201

Office Phone (718) 243-1700 EXT 3330

Email: titleIXcoordinator@allenschool.edu

Additional Resource Websites:

<https://www.notalone.gov/students>

<http://www2.ed.gov/pubs/TitleIX/title.html>