



## **Non-discrimination Policy & Procedure**

*Updated 2025*

Science Academy of Chicago (SAC) prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status, marital status or age, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status, marital status or age, of any other persons with whom the individual associates. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

SAC prohibits discrimination and harassment, including but not limited to, in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings. The school board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which citizens can communicate their concerns to the administration and the board.

SAC complies with applicable federal and State laws prohibiting discrimination set forth as stated in 105 ILCS 5/22-95(b). This statement is in accordance with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and the Regulations of the U.S. Department of Health and Human Services issued pursuant to these statutes at Title 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, and 28 CFR Part 35.

Complaints regarding noncompliance with non-discrimination legislation shall be processed through the appropriate school policy and/or regulation.

SAC prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law. Students or staff found to have engaged in acts of discrimination or harassment based on disability will be promptly disciplined and make clear that such discipline may include for students, if circumstances warrant, suspension or expulsion, and for employees, termination. We encourage students, parents and staff to work together to prevent acts of harassment of any kind.

**501 Midway Drive, Suite 101  
Mount Prospect, IL 60056**

**Phone (847)258 5254 Fax (847)378 8242 info@saoc.org www.saoc.org**



## **Discrimination Complaint Procedure**

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance with the following procedures:

1. Complaints may be oral or in writing and must be filed with the school director. The school director shall investigate and determine the action to be taken, if any, and reply, in writing, to the complainant within 10 school days of receipt of the complaint. Any staff member that receives a written or oral complaint shall report the complaint to the school director.
2. If the complainant wishes to appeal the decision of the school director, he/she may submit a written appeal to the superintendent or designee within five school days after receipt of the school director's response to the complaint. The superintendent or designee will review the merits of the complaint and the school director's decision and respond, in writing, to the complainant within 10 school days.
3. If the complainant is not satisfied with the decision of the superintendent or designee, a written appeal may be filed with the school board within five school days of receipt of the superintendent or designee response in Step 2. The board may decide to hear or deny the request for appeal. The board may meet with the concerned parties and their representative at the next regular or special board meeting. The board's decision will be final and will include the legal basis for the decision, findings of fact and conclusions of law. A copy of the board's final decision shall be sent to the complainant in writing within 10 days of this meeting.

If the school director is the subject of the complaint, the individual may file a complaint with the superintendent or designee. If the superintendent is the subject of the complaint, the complaint should be referred to the Board chair. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or against an individual Board member, should be made to the Board chair. Complaints against the Board chair may be made directly to the Board vice chair.

Timelines may be extended based upon mutual consent of both parties.