

NOTICE OF NON-DISCRIMINATION & CAMPUS SEXUAL HARASSMENT POLICIES & GRIEVANCE PROCEDURES

Institution defined as being: Aviation Institute of Maintenance (AIM)

I. SEXUAL HARASSMENT POLICY & NON-DISCRIMINATION NOTICE

It is the policy of The Aviation Institute of Maintenance (“the Institute”) to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual harassment. The Institute has enacted the Campus Sexual Harassment Policies & Grievance Procedures (the “Policy”) to reflect and maintain its institutional values, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

The Policy can be found at the Institute’s website at www.aviationmaintenance.edu or obtained in person from the Campus Executive Director or the Title IX Coordinator (see below).

The Institute does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall, on the basis of sex, 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.

This Policy prohibits all forms of sex discrimination, harassment, and misconduct, including sexual assault, domestic violence, dating violence, and stalking. The requirement not to discriminate in the Institute’s education programs or activities extends to admission. This Policy also prohibits retaliation against a person who has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Inquiries about the application of Title IX may be referred to the Institute’s Title IX coordinators, the U.S. Department of Education Office for Civil Rights, or both.

The Institute also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies, including Title IX:

Atlanta Campus

Ben Sitton, Title IX Coordinator
2025 Satellite Pointe
Duluth, GA 30096
Phone: (678) 377-5600
Email: DirectorAMA@AviationMaintenance.Edu

Las Vegas Campus

Jennifer Tuttle, Title IX Coordinator
5870 S Eastern Ave
Las Vegas, NV 89119
Phone: (702) 798-5511
Email: DirectorAIML@AIMSchool.Edu

Charlotte Campus

Alex Diaz, Title IX Coordinator
7421 E Independence Blvd
Charlotte, NC 28227
Phone: (980) 785-0700
Email: DirectorAMC@AviationMaintenance.Edu

Manassas Campus

Gina Quinn, Title IX Coordinator
10640 Davidson Pl
Manassas, VA 20109
Phone: (703) 257-5515
Email: DirectorAMM@AviationMaintenance.Edu

Dallas Campus

Adrian Rothrock, Title IX Coordinator
400 E Airport Fwy
Irving, TX 75062
Phone: (214) 333-9711
Email: DirectorAMD@AviationMaintenance.Edu

Norfolk Campus

Ashley Oden, Title IX Coordinator
2329 E Little Creek Rd
Norfolk, VA 23518
Phone: (757) 363-2121
Email: DirectorAMN@AviationMaintenance.Edu

Houston Campus

Jennifer Butler, Title IX Coordinator
7651 Airport Blvd
Houston, TX 77061
Phone: (713) 644-7777
Email: DirectorAMH@AviationMaintenance.Edu

Orlando Campus

Tim Dengler, Title IX Coordinator
2725 US-17
Casselberry, FL 32707
Phone: (407) 896-2800
Email: DirectorAMO@AviationMaintenance.Edu

Indianapolis Campus

Andy Duncan, Title IX Coordinator
7251 W McCarty St,
Indianapolis, IN 46241
Phone: (317) 243-4519
Email: DirectorAMI@AviationMaintenance.Edu

Philadelphia Campus

Stephanie Makhoul, Title IX Coordinator
3001 Grant Ave
Philadelphia, PA 19114
Phone: (215) 676-7700
Email: DirectorAMP@AviationMaintenance.Edu

Kansas City Campus

Thomas Gilpin, Title IX Coordinator
4100 Raytown Rd
Kansas City, MO 64129
Phone: (816) 753-9920
Email: DirectorAMK@AviationMaintenance.Edu

Freemont Campus

Josh Smith, Title IX Coordinator
420 Whitney Pl
Fremont, CA 94539
Phone: (510) 553-9600
Email: DirectorAMS@AviationMaintenance.Edu

Teterboro Campus

De'Kylen Jordan, Title IX Coordinator
80 Moonachie Ave
Teterboro, NJ 07086
Phone: (201) 288-6300
Email: DirectorAMT@AviationMaintenance.Edu

Chicago Campus

Roger Damron, Title IX Coordinator
3711 S Ashland Ave
Chicago, IL 60609
Phone: (872) 365-3500
Email: JMueller@AviationMaintenance.Edu

Reports of sexual harassment should be made to the Institute's Title IX Coordinators. In addition to the campus Title IX Coordinators listed above, the Corporate VP of Legal & Compliance has been designated to handle inquiries regarding the non-discrimination policies, including Title IX. You may contact the Corporate VP of Legal & Compliance at 4455 South Blvd, Suite 250, Virginia Beach, VA 23452, E-mail: homecompliance@centura.edu Toll Free: (877) 604-2121.

Inquiries or complaints concerning the Institute's compliance with Title IX or other federal civil rights laws may be referred to the U.S. Department of Education's Office for Civil Rights.

Office for Civil Rights, District of Columbia Office
400 Maryland Avenue, S.W.
Washington, DC 20202-1475
Telephone: (202) 453-6020
Facsimile: (202) 453-6021
Email: OCR.DC@ed.gov

The Institute desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. The Institute will achieve this through education, orientation, and training for all students, staff, and faculty for the purpose of creating awareness of both the issues surrounding discrimination as well as accountability, sensitivity training, and anti-discrimination training in their classrooms, at least once while the student is in Institute.

II. SEXUAL HARASSMENT GRIEVANCE PROCEDURE

Reports of sexual harassment should be made to the Institute's Title IX Coordinators or Corporate VP of Legal and Compliance. The Institute will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

The Institute will investigate all formal complaints of sexual harassment. A formal complaint must be in writing filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the Institute investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. The Institute's Title IX Coordinator oversees the Institute's investigation, response to, and resolution of all reports of prohibited sexual harassment, and of related retaliation, involving students, faculty, and staff.

If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint and if the Institute determines that the particular formal complaint is appropriate for such a process, the Institute will facilitate an informal resolution to assist the parties in reaching a voluntary resolution. The Institute retains the discretion to determine which cases are appropriate for voluntary resolution.

The Institute will convene a hearing panel following the end of an investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the hearing panel's written determination will include any disciplinary sanctions the Institute imposes on the respondent.

The parties may appeal the hearing panel's determination based on procedural irregularity, new evidence, or a conflict of interest. A written appeal that includes the grounds for appeal must be submitted within 10 calendar days to homecompliance@centura.edu.

ACKNOWLEDGMENT

I acknowledge receiving notice of the Aviation Institute of maintenance's Campus Sexual Harassment Policies & Grievance Procedures, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the Institute will respond.

Print Name: _____

Signature _____

Date _____