PROHIBITING DISCRIMINATION IN THE PUBLIC SCHOOLS PROCEDURE

**Purpose:** The purpose of this procedure is to comply with the requirements of Utah Administrative Code R277-112-3

**Procedure:** WSU Charter Academy, it’s employees, staff, administration, and board of directors are prohibited from discriminating on the basis of race, creed, color, national origin, religion, age, sex, or handicap.

WSU Charter Academy will follow the WSU Charter Academy Prohibiting Discrimination in the Public Schools Policy.

This procedure has two parts, Part I Employee Discrimination and Harassment and Part II Student Discrimination and harassment.


**INITIAL CONTACT:**
Any person who believes he or she is the victim of discrimination or harassment, or who has knowledge of such conduct is encouraged to report that conduct directly to the AA/EO office or to an appropriate supervisor. Appropriate supervisors include department chairs, deans, vice president, or directors at the departmental level or higher, or teachers of classes.

The AA/EO office is located in the Miller Administration Building, Room 101. The office telephone number is (801) 626-6239.

**Complaint Procedure**

A. Any student or employee who knows of a violation of this policy is expected to report such conduct to a teacher, administrator or the District Compliance Officer.

B. The initial allegation of harassment may be submitted either orally or in writing.

C. Complaints must be made to the immediate supervisor/administrator or the District Compliance Officer within 45 calendar days after the date of the alleged act of discrimination.

**Complaint and Investigative Procedures**

A. The following procedure is available for those who believe they are victims of harassment or discrimination, or who witness such acts:

1. Seek to resolve issue directly with the accused.
2. Seek to resolve issues through administrative personnel.
3. Register a formal complaint with the District Compliance Officer who will initiate an
investigation.

B. If an investigation reveals evidence of criminal conduct, the matter will be referred to local law enforcement. The district will conduct its own internal investigation independent of law enforcement officials.

C. All investigations will be treated with discretion to protect the privacy of those involved. All efforts will be made to treat the information confidentially; however, absolute confidentiality of all information obtained through an investigation cannot be guaranteed.

D. The accused may not contact the alleged victim during an investigation without intervention by the district and with the permission of the complainant.

E. When conducting investigations, the District Compliance Officer shall disclose his/her role as a neutral investigator rather than an advocate for any party. The extent of the investigation will be determined, among other factors, by the nature and severity of the charges.

F. An investigation shall be completed as quickly as practicable, but within 30 days of receipt of the complaint, unless extenuating circumstances require a longer period. All parties shall be notified of the extension of time.

G. Within 10 working days of the conclusion of the investigation, the District Compliance Officer shall provide all parties a written disposition of the complaint.

H. The parties will then have 10 working days to provide written responses to the report and have them considered by the District Compliance Officer.

Retaliation

Retaliation under this policy is prohibited. Individuals found to have engaged in retaliatory conduct will face disciplinary action, up to and including termination.

Records

Records of all discrimination or harassment complaints shall be maintained by the District Compliance Officer. The records will be kept in a separate and confidential file as required by GRAMA. Information gathered, developed and documented in the investigation will be regarded as a protected record.

Outside Reporting Procedures

Nothing in this policy shall prohibit a person from filing an education discrimination claim with the Office of Civil Rights: Department of Education, Region VIII, Federal Office Building, 1244 Speer Blvd., Suite #310, Denver, CO 80204-3582.