

Chapter E - School Operations
Part 10.0 - Unity and Diversity
Section 10.5 - Civil Rights Policy

Policy Statement: Civil Rights Policy

The purpose of this policy is to promote a work and educational environment at American Preparatory that is free of unlawful discrimination, harassment, and/or retaliation, and to affirm the Board's commitment to non-discrimination, equity in education, and equal opportunity for employment.

American Preparatory (APA) is committed to providing a working and educational environment free from unlawful discrimination, harassment, and/or retaliation. Accordingly, no otherwise qualified person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to unlawful discrimination in any District program or activity on the basis of age, color, disability, gender, gender identity, national origin, race, religion, or sexual orientation. American Preparatory as well is committed to providing equal access and equal opportunity in its programs, services and employment, policies, complaint processes, program accessibility, and facility use.

The Board prohibits unlawful discrimination, harassment, and/or retaliation against individuals who report allegations of discrimination, file a formal complaint, or participate in the investigative process. It is a violation of this policy for any District employee to ignore unlawful discrimination, harassment, or retaliation. Violations of this policy may result in discipline for both students and District employees.

Students or employees who believe that they have been subjected to unlawful discrimination, harassment, and/or retaliation shall report the incident immediately through the channels of communication. Complaints will be investigated with fairness and reasonable speed. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation:

APA District Civil Rights Director: Connie Sims
Address: 3636 West 3100 South
West Valley City, UT 84111
Phone: 385-351-3090
Email Address: csims@apamail.org

Procedure for Filing a Complaint:

Any student, parent or employee who suspects discrimination, harassment or retaliation is expected to report such conduct through the proper channels of communication as outlined in the Parent-Student Handbook or to the District Civil Rights Director. This may be done either verbally or in writing.

1. Complaint and Investigative Procedures
 - a. For those who believe they are victims of discrimination or harassment, or have witnessed such acts, the following remedies are available:
 - i. Seek to resolve issue directly with the involved parties.
 - ii. Seek to resolve issues through school communication channels.

- iii. Register a formal complaint with the APA District Civil Rights Director (contact information above) who will initiate an investigation.
 - b. 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.
 - c. When conducting investigations, APA District Civil Rights Director 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.
 - d. 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.
 - e. If an investigation reveals evidence of criminal conduct, the matter will be referred to local law enforcement. American Preparatory will conduct its own internal investigation independent of law enforcement officials.
 - f. Within 10 working days of the conclusion of the investigation, APA District Civil Rights Director shall provide all parties a written disposition of the complaint.
 - g. The parties will then have 10 working days to provide written responses to the report and have them considered by the APA District Civil Rights Director.
2. Retaliation - Retaliation under this policy is prohibited. Individuals found to have engaged in retaliatory conduct will face disciplinary action, up to and including termination.
3. Records
 - a. Records of all discrimination or harassment complaints shall be maintained by the APA District Civil Rights Director.
 - b. 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.

Should a complainant determine that the school resolution is insufficient, the complainant may file a complaint with the following:

Parent or Students:

Utah State Office of Education
250 E 500 S
Salt Lake City, UT 84111
(801) 538-7500
Web: <http://schools.utah.gov>

Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue,
S.W. Washington, D.C. 20202-1100

Denver Office for Civil Rights
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: 303-844-5695
FAX: 303-844-4303;
TDD: 800-877-8339
Email: OCR.Denver@ed.gov

Employees:

Utah Anti-Discrimination &
Labor Division
160 East 300 South, 3rd Floor
Salt Lake City, UT 84114-6600
(801) 530-6800 or
(800) 530-5090

Office hours:
Monday-Friday
8:00 a.m.– 5:00 p.m.

Equal Employment Opportunity Commission
Denver Office
303 E. 17th Avenue, Suite 410
Denver, Colorado 80203

Office hours: 8:00 a.m. – 5:00 p.m., M-F
Phone: 303-866-1300/1301 or
1-800-669-4000
FAX: 303-866-1085
TTY: 1-800-669-6820