



Title IX Complaint Procedure and Dispute Resolution

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Complaint Procedure/Dispute Resolution

Title IX is a federal program that protects our employees and students from any acts of sexual harassment, sexual violence, or gender-based harassment. The definition of sexual harassment by the Office of Civil Rights is listed below.

Sexual harassment is present when it meets one or more of the following descriptions:

1. *Quid Pro Quo* harassment by a school's employee basing an educational benefit or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable individual to be so severe, pervasive, and objectively offensive that it denies a person equal access to a school's educational program or activity;
3. Sexual assault, dating violence, domestic violence, or stalking.

Our school provides confidential, supportive measures to our students and employees who have been victims of sexual assault. Supportive measures are fee, individualized services to preserve equal access to education, safety, and to prevent sexual harassment. There does not need to be a formal complaint in order for an individual to receive supportive services. Such services could include counseling, modifications in schedules, increased security or monitoring, etc. The Title IX Coordinator is responsible for implementing supportive measures. The Coordinator's contact information is listed on the school's website, employee handbook, and parent handbook.

Grievance Procedure

The first step of the grievance process begins with the alleged victim of sexual harassment, also known as the complainant. The complainant can file a formal complaint with the Title IX Coordinator. The Coordinator will reach out to the complainant to inform the individual of their rights and access to supportive measures. The victim does not need to begin or continue with the grievance process if not desired. The school cannot force or compel the complainant to continue.

Once the complainant comes forward and files, the Coordinator will gather all pertinent information in a written narrative by the complainant. The narrative and evidence will be objectively evaluated, and the alleged perpetrator, also known as the respondent, will not be presumed as guilty. The school will also ensure that confidentiality is maintained along with informing the involved parties of their rights to privacy and legal protection. The school will remove any conflicts of interest to investigating participants. The Title IX Coordinator is



unbiased and has completed significant training throughout the process to ensure that all parties will be treated equitably.

Once the evidence is reviewed and the investigation by the school is complete, the Title IX Coordinator will notify the complainant and respondent in writing within thirty days of the results. The Title IX Coordinator will provide the findings of the investigation along with recommendations to immediately end discriminatory conduct and ways to resolve the discriminatory effects on the complaining party. The school will also provide their suggested resolutions in order to prevent such a scenario from ever occurring again.

The parties have the right to appeal if not satisfied with the decision by the school. They must submit a written appeal with their reasonings for the disagreement which will be reviewed by the school. The school will then return a written response to the appeal. If still not satisfied, the party can file a complaint with the Office of Civil Rights. Their contact information is listed below:

Office for Civil Rights, Department of Education
400 Maryland Ave., SW
Washington, D.C. 20202-1100
Email: ocr@ed.gov
Phone #: 1-202-245-6700
Toll-Free: 1-800-421-3481

Parent/Student Handbook - Complaint Procedure/Dispute Resolution
Staff Manual - Complaint Procedure/Dispute Resolution

*To be reviewed and adopted on 7/28/2020 by the UCA Governing Board.