

**NUAMES Complaint Procedures Policy**  
**Dated 5/21/09**

Instructions for Filing a Complaint of Discrimination or Harassment (Title IX, VI, VII, Sec.504) For Parents, Students and Employees

It is the intent of the Northern Utah Academy for Math, Engineering, and Science to be in compliance with federal, state, and local laws regarding equal opportunity, fair employment practices, and nondiscrimination.

We are committed to the elimination of bias, prejudice, and discrimination based on age, color, disability, national origin, race or sex against students and employees.

**I. Complaint Procedures**

Any student or employees who feels that they have been unlawfully discriminated against, or harassed or witnesses such acts, should report such conduct to a counselor, supervisor, administrator or the District Compliance Officer.

A. Initial complaints may be submitted either orally or in writing within 10 calendar days of the alleged act of discrimination or harassment. An informal review and/or investigation of the complaint will be conducted at the site to resolve the issue.

B. If the issue is not resolved, a formal complaint should be submitted to the District Compliance Officer within 10 calendar days. Use the NUAMES Complaint Form or send a letter that includes the requested information. The completed form or letter should be signed and mailed to the Compliance Officer, Deborah Hefner, 2750 University Park Blvd., Layton, UT 84041 or faxed to 801-402- 5921. Please do not send it by email.

The District Compliance Officer, or designee, will initiate an investigation and will inform the complainant within 15 working days of receipt of formal complaint of what investigation or other action, if any, shall be taken.

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

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

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

F. An investigation shall be completed as quickly as practicable, but within 25 working 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 completion of the investigation, NUAMES Compliance Officer shall notify all parties of the outcome of the investigation.

**II. Retaliation**

Retaliation under this policy is prohibited.

**III. Records**

Records of all discrimination and harassment complaints shall be maintained by the NUAMES 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.

#### **IV. Filing With the Office of Civil Rights**

Nothing in this policy or procedures prohibits a person from filing a discrimination or harassment complaint with the Office of Civil Rights, United States Department of Education, Region VIII, Federal Office Building, 1244 Speer Blvd., Suite 300, Denver, CO 80204. Telephone 303-844-5695 fax 303-844-4303

Complaint Resolution Policy (draft)