

## **ACA—Resolution of Discrimination Complaints**

### **Compliance Officer**

The Administrator shall be the compliance officer. Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the School should file a complaint with the Administrator. Any person who knows of such discrimination against another person shall file a complaint with the Administrator. If the Administrator is the one alleged to have unlawfully discriminated, complaints shall be filed with the President of the Board.

### **Compliance Officer**

The School is committed to investigating each complaint and to taking appropriate action on all confirmed violations of this policy. The Compliance Officer shall initiate investigation and documentation of complaints filed pursuant to this policy within 10 business days. In investigating the complaint, the Compliance Officer will maintain confidentiality to the extent reasonably possible.

If after the initial investigation the Compliance Officer has reason to believe that a violation of this policy has occurred, the Compliance Officer may hold an administrative hearing and/or bring the matter before the Board.

If the person alleged to have violated this policy is a teacher or an administrator, the school's due process provisions shall apply. In the case that the alleged person is the supervising administrator, the Board President will conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings may be initiated.

If the person alleged to have violated this policy is a support staff employee, the Compliance Officer shall follow due process and impose discipline as provided for in district policy if the evidence so warrants. The Compliance Officer also may recommend a suspension without pay, dismissal, or impose other disciplinary actions deemed appropriate.

If the person alleged to have violated this policy is a student, the Compliance Officer may impose discipline in accordance with school policy.

If the Compliance Officer's investigation reveals no reasonable cause to believe this policy has been violated, the Compliance Officer shall so inform the complaining party in writing. A copy shall be maintained by the Administration.