TITLE IX RIGHTS AND GRIEVANCE PROCEDURE

The following procedure constitutes the exclusive and mandatory procedure for reporting allegations of sexual harassment and/or illegal discrimination.

To WHOM: Any and all allegations of sexual harassment and/or illegal discrimination are required to be reported to **one** of the following in this order of preference:

- Title IX Coordinator/Administrator Business Office 1385 N. 1200 West, Salt Lake City, UT 84116 (385) 424-1058
- Title IX Investigator Business Office 1385 N. 1200 West, Salt Lake City, UT 84116 801-531-6100
- 3. Executive Director
- 4. U.S. Department of Education, Office for Civil Rights (OCR) 400 Maryland Avenue, SW Washington, D.C. 20202-1100 Customer Service Hotline #: (800) 421-3481 Facsimile: (202) 453-6012 TDD#: (877) 521-2172 Email: <u>OCR@ed.gov</u> Web: <u>http://www.ed.gov/ocr</u>

HOW: Notice or complaints of sexual harassment and/or retaliation may be made using any of the following options:

1) File a complaint with, or give verbal notice to, the Title IX Coordinator or Investigator:

A report may be made at any time (including during non-school hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed.

2) Complete the Title IX Complaint form <u>Here</u> and submit to the Title IX Coordinator.

3) Report online, using the reporting form posted at [https://publicportal.eeoc.gov/Portal/Login.aspx].

Reports may be made anonymously but may result in a need to investigate. Guadalupe tries to provide supportive measures to all Complainants, which is often not possible with an anonymous report. Know that reporting carries no obligation to file a Formal Complaint, which would trigger a formal response. Guadalupe respects requests from

Complainants to dismiss complaints unless there is a compelling threat to health and/or safety, criminal activity, child abuse, and/or the Respondent is an employee.