

## Methods of Administration Self-Evaluation Examples and Help

Yellow highlight are items where (if used) school specifics need to be added  
Orange highlights are insights and thoughts.

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### #1

#### CTE PUBLIC NOTIFICATION OF NONDISCRIMINATION

1. *Salt Lake School for the Performing Arts (SLSPA)* offers Career and Technical Education (CTE) Programs in [\(Link to all CTE programs offered\)](#).
2. Admission to these programs is open to all students and available at all high schools. *(Or add any prerequisites needed)*
3. It is the policy of *SLSPA* not to discriminate based on race, color, national origin, sex, or disabilities in its CTE programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section of 504 of the Rehabilitation Act of 1973, as amended.
4. It is the policy of *SLSPA* not to discriminate based on race, color, national origin, sex, and disabilities or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; The Age Discrimination Act of 1975, as amended; and Section 504 the Rehabilitation Act of 1973, as amended.
5. *SLSPA* assures that the lack of English skills will not be a barrier to admission and participation in all educational and CTE programs.
6. For more information about your rights or grievance procedures, contact the Title IX Coordinator at *2291 South 2000 East. Salt Lake City, UT, 84106* and the Section 504 Coordinator at *(2291 South 2000 East. Salt Lake City, UT, 84106*

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### #2

**SHORT FORM of Non-Discrimination Policy** that should be on posters, in registration forms, admission forms, pictures, etc...

In Salt Lake School for the Performing Arts, all programs and services are open to all persons regardless of their race, color, national origin, sexual orientation and disabilities.

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## #2

**LONG FORM OF POLICY** that should be in student and staff handbooks, syllabus, bulletins, site websites, district websites, counselors documents, etc... (should be in Spanish and English) And address how will you provide information for those who are visual and hearing impaired?

### Salt Lake School for the Performing Arts (SLSPA) NON DISCRIMINATION POLICY

#### EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY

It is the policy of the SLSPA to provide equal educational and employment opportunities for all individuals. Therefore, the SLSPA prohibits all discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, disability, or veteran status. This policy extends to all aspects of the SLSPA's educational programs, as well as to the use of all SLSPA facilities to youth groups and participation in all SLSPA-sponsored activities. Any individual who initiates a good faith complaint under these protections will not incur retaliatory measures.

#### Title IX Compliance Coordinator\*\*

- Lucas Charon
- 2291 South 2000 East. Salt Lake City, UT, 84106
- 801-466-6700
- lcharon@saltlakespa.org

#### 504 Compliance Coordinator \*\*

- Chris Wright
- 2291 South 2000 East. Salt Lake City, UT, 84106
- 801-466-6700
- cwright@saltlakespa.org

#### Title VI Coordinator \*\*

- Lucas Charon
- 2291 South 2000 East. Salt Lake City, UT, 84106
- 801-466-6700
- lcharon@saltlakespa.org

**\*\* Note be sure these Coordinators do not have potential conflicts of interest  
Coordinator's role should be independent to avoid any potential conflicts of interest.  
Potentially conflicting roles that should be avoided include these (and others):**

- a. Disciplinary board member
- b. General Counsel
- c. Dean of Students
- d. Superintendent
- e. Principal/Executive Director
- f. Athletics director

*GOOD PRACTICE: Full-time coordinator, if possible, minimizes risk of a conflict.*

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## #3

**The following is an example of Cache County School District! Please be sure you write your own policy that makes sense to your school and approved from your board.**

**This should be in Spanish and English and published in student and faculty handbooks, on websites and other publications.**

### **CIVIL RIGHTS COMPLAINT PROCEDURE**

Complaints of discrimination should be filed with the individual's principal or supervisor and/or with **SLSPA** Compliance Officer according to the provisions of the **SLSPA** 504 Grievance Procedure. If the complaint is against the principal or supervisor, the complaint may be filed directly with **SLSPA** Compliance Officer.

The individuals who have been designated to monitor and coordinate **SLSPA** compliance with Title IX, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and all other applicable State and Federal civil rights laws, may be reached at the following address and telephone numbers:

#### Title IX Compliance Coordinator

- **Lucas Charon**
- **2291 South 2000 East. Salt Lake City, UT, 84106**
- **801-466-6700**
- **lcharon@saltlakespa.org**

#### 504 Compliance Coordinator

- **Chris Wright**
- **2291 South 2000 East. Salt Lake City, UT, 84106**
- **801-466-6700**
- **cwright@saltlakespa.org**

#### Title IV Coordinator

- Lucas Charon
- 2291 South 2000 East. Salt Lake City, UT, 84106
- 801-466-6700
- lcharon@saltlakespa.org

Discrimination complaints should be reported as soon as possible, but no later than 90 days after the incident(s) in order to be effectively investigated and resolved.

All staff is notified annually about these procedures, (Be sure they really are!) including designated Title IX and 504 Coordinators. If there is a conflict of interest, individuals will be asked (including coordinators) to step aside from decision making. If needed the school will delegate the responsibility to another. (For example, the Athletic Director is not the Title IX Coordinator). [Training requirements can be found here: <https://www2.ed.gov/about/offices/list/ocr/blog/20200518.html>]

### **ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES**

In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), SLSPA will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school Coordinator, principal, or supervisor.

### **CIVIL RIGHTS/SECTION 504 GRIEVANCE PROCEDURE**

**Local Procedure** (again this is the example of Cache County School District. Please be sure to create procedures that make sense to your school and approved by your board.)

#### Step 1:

A written grievance signed by the complainant shall be submitted to the appropriate Coordinator. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within 10 business days. [helpful to have an actual paper form and/or online form to fill out example provided]

#### Step 2:

If the complainant wishes to appeal the decision of the Coordinator, they may submit a signed statement of appeal to the Superintendent of Schools within 10 business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within 10 business days.

#### Step 3:

If the complainant is not satisfied, they may appeal through a signed statement to the SLSPA Board within 10 business days of her/his receipt of the

Superintendent's response in step 2. In an attempt to resolve the grievance, the Board will meet with the concerned parties and their representative within 40 days of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each party within 10 business days of this meeting.

### **State Procedure**

The complainant may contact the Educational Equity Specialist at the Utah State Office of Education at (801) -538-7828 or the Utah Parent Center (UPC) at (801) 272-1051 or 1 (800) 468-1160 for guidance.

For additional guidance: <https://www.schools.utah.gov/educationalequity>

### **Federal Procedure**

The complainant may file a complaint with the Office for Civil Rights (OCR) at any time before, during, or after the local grievance procedure. The contact information for the office is as follows:

**Arizona, Colorado, New Mexico, Utah, Wyoming**

Office for Civil Rights,  
Denver Office  
U.S. Department of Education  
Cesar E. Chavez Memorial Building  
1244 Speer Boulevard, Suite 310  
Denver, CO 80204-3582

Telephone: (303) 844-5695  
Facsimile: (303) 844-4303  
Email: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)