

# AAA Academy Policy on Discrimination, Harassment, and Retaliation Based on Race, Color, and National Origin

## Purpose

AAA Academy is committed to providing a safe, inclusive, and respectful educational and work environment for all students, employees, parents, guardians, volunteers, and visitors. Discrimination, harassment, and retaliation based on race, color, or national origin are strictly prohibited. This policy is adopted in accordance with Section 22-95 of the Illinois School Code (105 ILCS 5/22-95).

## Scope

This policy applies to all students, employees, applicants for employment, contractors, volunteers, and third parties participating in or seeking access to AAA Academy programs, activities, or employment.

## Prohibited Conduct

AAA Academy prohibits discrimination, harassment, and retaliation based on race, color, or national origin.

## Definitions and Examples

**Discrimination** includes unequal treatment, exclusion, denial of benefits, or limitation of opportunities based on an individual's race, color, or national origin.

**Harassment** includes unwelcome conduct based on race, color, or national origin that is so severe, pervasive, or objectively offensive that it interferes with a student's educational opportunities or an employee's work performance, or creates an intimidating, hostile, or offensive environment.

Examples of prohibited conduct include, but are not limited to:

- Racial slurs, epithets, or derogatory comments.
- Mocking accents, cultural traditions, or physical characteristics associated with race or national origin.
- Displaying racially offensive symbols, images, or materials.
- Excluding individuals from activities, programs, or opportunities because of race, color, or national origin.

- Making negative assumptions or stereotypes based on race, ethnicity, ancestry, or national origin.
- Cyber harassment or electronic communications containing discriminatory or harassing content.

**Retaliation** is any adverse action taken against an individual for reporting discrimination or harassment, participating in an investigation, or opposing prohibited conduct.

## Reporting Procedures

Any student, employee, parent, guardian, or third party who believes they have experienced or witnessed discrimination, harassment, or retaliation should report the incident promptly.

Reports may be made:

- Verbally or in writing.
- In person, by phone, by email, or through any designated reporting system.
- Anonymously, although anonymous reports may limit the school's ability to investigate fully.

Reports should be directed to:

- Building Principal
- Title IX/Equity Coordinator
- Human Resources Administrator
- Any trusted administrator or supervisor

A person making a report or participating in an investigation may be accompanied by a support person of their choice, provided that person complies with school policies and procedures.

## Investigation Process

AAA Academy will promptly, thoroughly, and impartially investigate all reports of discrimination, harassment, and retaliation.

The investigation process will include:

1. Initial assessment of the complaint.
2. Interim supportive measures, when appropriate.
3. Notice to relevant parties.
4. Interviews with the complainant, respondent, and witnesses.
5. Review of relevant evidence.
6. Written findings and determination.
7. Appropriate corrective or disciplinary action, when warranted.

AAA Academy will make reasonable efforts to maintain confidentiality to the extent possible while conducting a thorough investigation.

## **Response and Remedies**

When a violation is substantiated, AAA Academy will take prompt and effective action to stop the misconduct, prevent its recurrence, and remedy its effects.

Potential remedies may include:

- Counseling or supportive services.
- Restorative practices.
- Schedule or classroom adjustments.
- Training or educational interventions.
- Written warnings or reprimands.
- Suspension, expulsion, termination, or other disciplinary action.
- Other corrective measures deemed appropriate.

AAA Academy may offer, but will never require, an individual reporting misconduct to resolve concerns directly with the alleged offender.

## **Anti-Retaliation**

Retaliation against any person for reporting discrimination or harassment, participating in an investigation, or exercising rights under this policy is strictly prohibited.

Any act of retaliation will result in disciplinary action, up to and including expulsion, termination, or other appropriate consequences.

Individuals who report or participate in an investigation shall not suffer adverse consequences as a result of their participation.

## **External Legal Recourse**

Individuals may also file complaints with external agencies, including:

- Illinois Department of Human Rights (IDHR)
- U.S. Department of Education, Office for Civil Rights (OCR)
- U.S. Equal Employment Opportunity Commission (EEOC), when applicable

## **Illinois Department of Human Rights**

100 West Randolph Street, Suite 10-100  
Chicago, Illinois 60601  
Phone: (312) 814-6200  
TTY: (866) 740-3953  
Website: [www.illinois.gov/dhr](http://www.illinois.gov/dhr)

## **Collective Bargaining Rights**

Nothing in this policy impairs or diminishes the rights of unionized employees under federal law, Illinois law, or any applicable collective bargaining agreement, including the right to request union representation during investigatory interviews and to utilize negotiated grievance procedures.

## **Distribution and Accessibility**

This policy shall be:

- Posted prominently in school facilities.
- Published on the school's website and employee intranet, if available.
- Included in employee and student handbooks.
- Distributed annually to all employees.
- Summarized annually in age-appropriate language for students.
- Provided annually to parents and guardians in their native language, when practicable.

## **Training and Prevention**

AAA Academy will implement ongoing prevention, education, and training programs for students and staff regarding discrimination, harassment, retaliation, cultural responsiveness, and reporting procedures.

## **Policy Review**

This policy shall be reviewed annually and revised as necessary to ensure compliance with applicable federal and state laws and best practices.