



Non-Discrimination and Harassment and Retaliation
Policy Series: 3000 Students

Policy No. 3020

Purpose: Overview:

In Provo City School District's Strategic Plan, Priority Two emphasizes the need for Wellness and Safety. All students and employees need to feel safe to learn and work at their greatest capacity.

Provo City School District does not knowingly discriminate on the basis of race; color; religion; age; national origin; sexual orientation; gender expression or identity; disability, or any other classification protected by law, in admission or access to, treatment or employment in, or participation in its programs and activities, and provides equal access to the Boy Scouts of America and other designated youth groups, pursuant to federal and state laws, including but not limited to, Title VI and VII of the Civil Rights Act, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the individuals with Disabilities Education Improvement Act.

Inquiries or complaints regarding this non-discrimination and sexual harassment policy may be directed to a student or employee, principal or supervisor, and/or the designated District Compliance Officers. Grievance procedures have been established for students, parent(s)/guardian(s), or employees who believe discrimination and/or harassment has been shown by the Provo City School District. District Compliance Officers are:

For student matters:

~~Doug Finch~~

[Jason Garrison](#)

Assistant Superintendent [Director](#) of Student Services

Provo City School District

280 West 940 North

Provo, Utah 84604

jasong@provo.edu

~~(801) 374-4631~~ [4814](tel:(801)374-4814)

For employee matters

~~Jason Cox~~
Rebecca Rogers
~~Assistant Superintendent~~ **Director** of Human Resources
Provo City School District
280 West 940 North
Provo, Utah 84604
rebeccar@provo.edu
(801) 374- ~~4822~~ **4847**

Nothing in policy or procedure prohibits a person from filing a discrimination or harassment complaint with the Regional Office for Civil Rights: Department of Education, Region VIII, Federal Office Building, 1244 Speer Blvd., Suite 300, Denver, CO 80204.

The superintendent is directed to create a procedure that clearly documents the grievance process for this policy, a reporting form that may be used to document complaints of discrimination or sexual harassment, a summary of this policy and procedure that shall be posted in prominent places in each district facility, and a "short version" of this policy that may be used on district mailings, newsletters, and other publications.

Definitions:

1. **Compliance Officer(s):** The person or persons designated to handle inquiries and complaints regarding unlawful discrimination **or** harassment. ~~and retaliation.~~
2. **Complaint:** A claim or report by an aggrieved party or witness that an individual has engaged in prohibited discrimination **or** harassment. ~~and/or retaliation.~~
3. **Discrimination:** Conduct including words, gestures, and/or other actions, including actions relating to hiring, promotion, discharge, discipline, assignments, demotion, or termination, that unfairly disadvantages individuals based upon protected characteristics such as age, color, disability, gender, gender identity, national origin, race, religion, sex, sexual orientation, ~~and/or~~ any other classification protected by applicable law.
4. **Harassment:** Repeatedly communicating to another individual, in an objectively demeaning or disparaging manner, statements that contribute to a hostile learning or work environment for that individual.
5. **Reprisal:** An unlawful use of position to avenge or punish an individual for **their** ~~his or her~~ refusal to consent/submit to an inappropriate request ~~and/or~~ demand. Acts of reprisal may be overt or covert and may take many forms such as:
 - a. Open hostility to the individual, witnesses, or others involved;
 - b. Exclusion/ostracism of the individual, witnesses, or others involved;
 - c. The creation, or continued existence of a hostile work environment;

- d. Individualized negative remarks that are repeated and malicious; or
- e. Special attention to, assignment of alternative duties that are less desirable work assignments, or reductions in pay.
6. **Complainant:** An individual who is alleged to have experienced discrimination, harassment, or retaliation prohibited by this policy, including a student, employee, or an individual who reports such conduct on behalf of another.
7. **Respondent:** The individual named in a complaint as having engaged in or being responsible for a discriminatory, harassing, or retaliatory act or omission.
8. **Investigator:** A District-designated, trained individual responsible for conducting a fair, prompt, and impartial investigation of complaints under this policy. The investigator gathers and evaluates evidence, interviews involved parties and witnesses, and prepares a written report of findings. The investigator must be free from conflicts of interest or bias for or against any party.
9. **Retaliation:** Any form of sanction or adverse treatment, including but not limited to intimidation, reprisal, or harassment of any individual because ~~they~~ **he or she**:
- ~~Has~~ **Have** asserted or assisted another individual to assert a complaint in either a formal or informal manner with the district or with any state or federal agency; or
 - ~~Has~~ **Have** testified, assisted, or participated in any manner in an investigation, proceeding, or hearing related to a complaint.
- "Retaliate"** means an act or communication intended:
- as retribution against a person for reporting bullying, cyberbullying, abusive conduct, or hazing; or **hazing, or abusive conduct.**
 - to improperly influence the investigation of, or the response to, a report of bullying, cyberbullying, abusive conduct, or hazing. **hazing, or abusive conduct.**
10. **Sexual Harassment and Discrimination:** For all harassment and discrimination complaints based on sex, refer to Policy # ? and follow the grievance procedures therein.
11. ~~**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other verbal or written communications or physical conduct of a sexual nature when:~~
- ~~Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, academic or professional pursuits, or participation in a district-sponsored program or activity;~~
 - ~~Such conduct affects or has the purpose of unreasonably interfering with an individual's employment, education, or participation in a District-sponsored activity by creating an intimidating, hostile, or offensive working or learning environment; or~~
 - ~~Such conduct amounts to a violation of state or federal criminal laws, including sexual assault, rape, etc.~~

Examples of sexual harassment include but are not limited to:

1. Subtly or overtly pressuring another for sexual activity, engaging in sexually motivated physical conduct, including unwelcome touching, pinching, blocking, or brushing against another's body;
2. Using obscene or sexually explicit language or making sexually explicit gestures;
3. Displaying, viewing, printing or transmitting sexually offensive images, objects, or other materials;
4. Using sexually offensive language or slurs, teasing, joking, or making innuendoes about gender-specific traits or characteristics;
5. Engaging in demeaning or derisive conduct based substantially on a person's gender, gender identity, or sexual orientation; or
6. Engaging in any behavior of a romantic or sexual nature between a student and district employee.

Prohibited Conduct

The district prohibits unlawful discrimination or harassment and retaliation that creates a hostile work or learning environment for other employees or students of the District. Discrimination or harassment and retaliation are prohibited in all aspects of employment with the District, and by all District students and employees while on all District premises, during District-sponsored activities, using District property.

Sexual conduct between employees and students is expressly prohibited and is considered an especially serious violation of this policy. An employee who engages in sexual activity with a student will face disciplinary action, up to and including termination, and may be subject to civil or criminal penalties.

Any student who engages in prohibited discrimination or harassment or retaliation, may be subject to discipline up to and including alternative placement. Any employee who engages in prohibited discrimination or harassment or retaliation may be subject to discipline up to and including termination.

Supervisors are responsible for taking prompt necessary steps, including appropriate disciplinary action, to ensure and maintain a working and educational environment free of intimidation, coercion, discrimination or harassment. and retaliation.

The district will investigate all complaints of discrimination ~~or harassment, and/or retaliation~~, and will take appropriate action to stop violations, prevent recurrence, and remedy any effect of violations.

All district employees are required to cooperate in all proceedings conducted pursuant to these procedures. Failure or refusal to cooperate in, or interference with any such investigation or proceeding will result in disciplinary action, up to and including termination.

The following grievance procedures are available to those who believe they have witnessed or are victims of unlawful discrimination ~~or harassment. or retaliation.~~

At any point in the process, the Complainant, the Respondent, or any witness may request assistance in order to ensure their due process rights are being protected. Examples of such requests include, but are not limited to: assistance filling out a complaint form or other necessary paperwork, and provision of translation or interpreter services. Assistance with what claims to assert, what defenses should be raised, what testimony to give, or other content issues will not be provided.

~~Grievance Procedures~~ (Put lines 166-437 in a procedure)

~~Duty to Report~~

~~It is the duty of every student and/or employee to report any violations of these procedures or the accompanying board policy.~~

~~Confidentiality~~

- ~~1. Every effort will be made to protect the confidentiality of all participants in complaint proceedings and investigations; however, absolute confidentiality cannot be guaranteed. In some instances the district's legal obligations, including the need to investigate allegations and take appropriate corrective action, will require the disclosure of certain information.~~
- ~~2. All individuals involved in a complaint or investigation shall refrain from discussing the matter, except with those who have a legal need to know.~~

~~Submitting an Initial Complaint~~

- ~~1. At the school level, the principal is the individual responsible for receiving all complaints of discrimination, sexual harassment, or retaliation.~~
 - ~~a. Any complaint involving students must be immediately referred to the school principal.~~

- 217 i. ~~Any district employee who receives a complaint of sexual harassment~~
218 ~~from a student shall inform the student of the employee's obligation to~~
219 ~~report the complaint to principal, and then shall immediately notify the~~
220 ~~principal. Such behavior will also warrant reporting to the appropriate~~
221 ~~licensing or law enforcement authority.~~
222 ii. ~~Pursuant to state law, when a complaint involves allegations of child~~
223 ~~abuse, the complaint must immediately be reported to either the Division~~
224 ~~of Child and Family Services (DCFS) or local law enforcement authority,~~
225 ~~and the anonymity of both the Complainant and school official(s) involved~~
226 ~~in the investigation will be strictly protected.~~
227 iii. ~~If the complaint involves the principal or another school employee, the~~
228 ~~Complainant may contact the district's Human Resources Department~~
229 ~~(HR) at 801-374-4938, 280 West 940 North, Provo, Utah 84604~~
230
231 2. ~~District employees who are non-school based should report violations involving other~~
232 ~~employees to their supervisor or Human Resources.~~
233
234 3. ~~When the Respondent is the Complainant's immediate supervisor, the Complainant~~
235 ~~should contact the Respondent's supervisor.~~
236
237 4. ~~When the Respondent is a third party such as a vendor, visiting speaker, patron,~~
238 ~~volunteer, etc., the Complainant should contact the principal or Human Resources.~~
239
240

241 *The Initial Complaint*

- 242 1. ~~The initial complaint may be submitted either orally or in writing.~~
243 a. ~~A complaint should be made as soon as possible, but preferably not later than~~
244 ~~thirty (30) days after the incident(s) in order to be effectively investigated and~~
245 ~~resolved.~~
246 b. ~~The circumstances which the individual believes support the allegation(s) of~~
247 ~~unlawful behavior, the names of the individual(s) against whom the claim is~~
248 ~~made, and any remedies that are being sought should be set forth in plain~~
249 ~~language.~~
250 c. ~~Individuals should provide as much information as possible, including any~~
251 ~~conversation(s) with the Respondent, noting the time, date, and place, what was~~
252 ~~said or done, and any other relevant circumstances surrounding the event(s).~~
253
254 2. ~~Complaint forms may also be used and are available online and in each district building.~~
255
256 3. ~~Good faith submission of a complaint will not adversely affect the Complainant's future~~
257 ~~employment, grades, work assignments, or participation in district-sponsored programs~~
258 ~~or activities.~~
259

- 260 4. ~~A student or employee who knowingly files a false report may be subject to civil and/or~~
261 ~~legal actions, as well as district disciplinary action.~~

262
263
264 *Responsibilities and Protocol for Resolving a Complaint*
265

- 266 1. ~~Any principal or supervisor receiving a complaint will first document the complaint in~~
267 ~~writing.~~
268
269 2. ~~The principal or supervisor must immediately forward a copy of the written complaint to~~
270 ~~the District's compliance officers as defined above, and then proceed with the following~~
271 ~~appropriate protocol:~~
272 ~~a. Any complaint alleging a district employee violation against a student or other~~
273 ~~employee(s) shall be reported immediately to Human Resources. Human~~
274 ~~Resources will then be responsible for investigating the complaint.~~
275 ~~b. If a complaint surrounds a student to student issue, the Complainant may contact~~
276 ~~the Assistant Superintendent Director of Student Services at 801-374-4815.~~
277 ~~i. Any complaint alleging a third party violation against an employee or~~
278 ~~student shall be investigated by the principal or supervisor.~~
279 ~~ii. Any complaint alleging a student violation against another student shall~~
280 ~~be investigated by the principal.~~
281 ~~iii. Any complaint clearly alleging criminal conduct will be forwarded to local~~
282 ~~law enforcement for investigation.~~
283 ~~iv. Any complaint that happens away from school property but has the~~
284 ~~potential to disrupt the educational environment of one or more schools~~
285 ~~will be investigated by the school principal.~~
286 3. ~~A principal or supervisor who does not immediately follow the protocol as indicated~~
287 ~~above, may be subject to disciplinary action.~~
288
289 4. ~~HR or the designated principal or supervisor ("Investigator") shall be responsible for~~
290 ~~investigating the complaint as outlined in these procedures. Failure to properly~~
291 ~~investigate a complaint may result in discipline.~~
292
293

294 *First Level Investigation and Response*
295

- 296 1. ~~Initial investigation~~
297 ~~a. The district may take steps to protect the Complainant, students, and other~~
298 ~~employees during an investigation.~~
299 ~~b. An investigation may consist of personal interviews with the Complainant,~~
300 ~~Respondent, and others who have knowledge of the alleged incident or~~
301 ~~circumstances giving rise to the complaint.~~
302 ~~c. The investigation may also consist of any other methods and/or documents~~
303 ~~deemed pertinent by the Investigator.~~

- d. ~~The extent of the investigation will be determined based on the nature of the allegations, the context and circumstances surrounding the alleged violation, the relationship between the parties, and the history of the parties involved.~~
- e. ~~At the beginning of the investigation the Investigator shall disclose his or her **their** neutrality as opposed to being an advocate for any party.~~
- f. ~~At a minimum, the Investigator will immediately:~~
- i. ~~notify the Complainant of his or her right to have someone translate or interpret during the interview;~~
 - ii. ~~notify the Complainant of his or her **their** right to have someone of the same gender conduct or be present during the interview;~~
 - iii. ~~interview the Complainant and document the conversation;~~
 - iv. ~~instruct the Complainant to have no contact or communication regarding the complaint with the Respondent;~~
 - v. ~~ask the Complainant specifically what action **they** want taken in order to resolve the complaint;~~
 - vi. ~~inform the Respondent that a complaint has been filed against him or her;~~
 - vii. ~~inform the Respondent that if the objectionable conduct has occurred, it must cease immediately;~~
 - viii. ~~provide the Respondent with a copy of these procedures;~~
 - ix. ~~inform the Respondent of his or her **their** rights and responsibilities during the investigation;~~
 - x. ~~notify the Respondent that **they** will be afforded a full and complete opportunity to respond to the allegations;~~
 - xi. ~~instruct the Respondent to have no contact or communication regarding the complaint with Complainant, and to not take any retaliatory action against the Complainant; and~~
 - xii. ~~document the conversation with the Respondent.~~
- g. ~~The Respondent shall submit a written answer to the Investigator.~~
- i. ~~The answer shall include:~~
 1. ~~an admission or denial of each allegation in the complaint;~~
 2. ~~a statement as to the extent to which the complaint has merit;~~
 3. ~~an acceptance or rejection of the relief or action requested in the complaint, if any; and~~
 4. ~~any other information the Respondent deems relevant.~~
 - ii. ~~If the Respondent admits all or part of the allegation in the complaint, appropriate disciplinary action will be coordinated by the Investigator and the appropriate district administrator, the Assistant Superintendent of Human Resources, and/or the Assistant Superintendent of Student Services to include:~~
 1. ~~at a minimum, for an employee, a written reprimand shall be issued to the Respondent and a copy placed in the Respondent's file.~~

346 iii. ~~If the Respondent denies the allegations, the Investigator shall meet with~~
347 ~~the Complainant to discuss whether the investigation should proceed~~
348 ~~informally or formally with:~~

349 1. ~~consideration being given to the Complainant's requests regarding~~
350 ~~the investigation process; however, the Investigator reserves the~~
351 ~~right to override the Complainant's preference in handling a~~
352 ~~complaint.~~

353 h. ~~A request for the matter to be resolved through a formal process may be made at~~
354 ~~any time.~~

355 2. ~~Informal process~~

356 a. ~~The complaint may be handled informally if the Complainant seeks to resolve the~~
357 ~~issues directly with the individual(s) involved or through appropriate district~~
358 ~~employees.~~

359 b. ~~The appropriate Investigator will use **their** his or her best efforts to resolve the~~
360 ~~complaint through mediation and negotiation with all parties.~~

361 c. ~~If satisfactory resolution is reached informally, no further action will be taken and~~
362 ~~the matter will be considered closed.~~

363 i. ~~The Investigator shall inform the district's compliance officer, in writing,~~
364 ~~that the matter has been resolved informally, and include any relevant~~
365 ~~information regarding the resolution.~~

366 d. ~~If, however, the behavior warrants any sanction above a verbal warning, the~~
367 ~~Assistant Superintendent **Director** of HR must be involved in determining~~
368 ~~appropriate discipline and reviewing any gathered documentation.~~

369 i. ~~If the Complainant is not satisfied with the outcome of the informal~~
370 ~~process, the Complainant may request that the complaint be handled~~
371 ~~formally.~~

372 3. ~~Formal process~~

373 a. ~~The investigation in a formal process will also include interviews with any other~~
374 ~~individual believed to have pertinent information.~~

375 b. ~~The Investigator will interview the Respondent regarding the complaint, **their** his~~
376 ~~or her answer, witness statements, and other gathered information. All witnesses~~
377 ~~will have the opportunity to review, edit, and acknowledge by signature the~~
378 ~~accuracy of their own written statements or accountings of their interviews.~~

379 c. ~~The Investigator should attempt to keep the parties and district compliance officer~~
380 ~~informed of the progress of the investigation.~~

381 d. ~~Within Fifteen (15) working days of receipt of the complaint, unless a longer~~
382 ~~period of time is deemed necessary, the Investigator shall complete **their** his or~~
383 ~~her investigation and coordinate a response with the appropriate district~~
384 ~~administrator as outlined below.~~

385 i. ~~In incidents involving student violations against another student, the~~
386 ~~complaint, along with the written documentation of the investigation, shall~~
387 ~~be forwarded to the Assistant Superintendent of Student Services.~~

- ii. ~~In all other circumstances, the complaint, along with the written documentation of the investigation, shall be forwarded to the Assistant Superintendent of HR.~~
- e. ~~Within five (5) working days of receiving documentation from an Investigator, the appropriate assistant superintendent will review the documentation and meet with the Investigator to determine and initiate an action based on the investigative results.~~
- f. ~~Within fifteen (15) working days of the conclusion of the investigation, unless a longer period of time is deemed necessary, the appropriate assistant superintendent will provide a written Complaint Summary to the Complainant and Respondent. The Complaint Summary will summarize the complaint, response, evidence adduced from the investigations, and the findings. The findings will include a concluding judgment as to whether or not a violation of board policy or these procedures has occurred.~~
- g. ~~If an allegation is found to be substantiated in whole or in part, the appropriate assistant superintendent will determine and implement corrective discipline and remedial steps necessary to eliminate the effects of the discrimination, harassment, or retaliation.~~
- h. ~~The appropriate director will then inform the Complainant:~~
 - i. ~~Whether or not appropriate action will be or has been taken; and~~
 - ii. ~~That **they** he or she should immediately report any further objectionable behavior or retaliatory actions.~~

Second Level Review

1. ~~Complainants who are not satisfied with the outcome of the first level investigation and response may file a request for review with the compliance officer, or if the complaint is against the compliance officer, with the assistant superintendent (referred to collectively hereafter as "second level reviewer").~~
2. ~~Requests filed with the second level reviewer shall be in writing and contain the following information:~~
 - a. ~~Complainant's name, home address, telephone number, and school or work location;~~
 - b. ~~A brief description of the alleged discrimination, harassment, or civil rights violation, including the date, place, and time;~~
 - c. ~~Name of Respondent(s), if known;~~
 - d. ~~A brief description of the actions/efforts that have already occurred to address the issue; and~~
 - e. ~~Any other relevant information\~~
3. ~~The Complainant may also include a statement of requested relief or corrective action.~~
4. ~~Alternate methods of filing a request will be made available to individuals with disabilities unable to file written requests.~~

- 431 ~~5. The request shall be made as soon as possible, but preferably not later than sixty (60)~~
432 ~~days after the incident(s) in order to be effectively investigated and resolved.~~
- 433 ~~6. Review processing:~~
- 434 ~~a. Within ten (10) working days after receipt of the request, the second level~~
435 ~~reviewer, or his or her designee will meet with the Complainant to discuss the~~
436 ~~request and possible resolutions.~~
- 437 ~~b. The second level reviewer will review the appropriateness of any first level~~
438 ~~investigation, response, Complaint Summary, and corrective action taken, if any.~~
- 439 ~~i. The second level reviewer may take any additional steps he or she~~
440 ~~deems necessary in order to resolve the request, such as re-interviewing~~
441 ~~other pertinent individuals.~~
- 442 ~~c. Within fifteen (15) business days after the initial meeting with the second level~~
443 ~~reviewer, the decision may be appealed to the designated appeals officer.~~
444
445

446 *Final Review*

447

- 448 ~~1. If the Complainant is not satisfied with the decision of the second level reviewer, the~~
449 ~~decision may be appealed to the superintendent. The superintendent may choose to~~
450 ~~designate a hearing officer to consider this appeal in his or her stead.'~~
451
- 452 ~~2. The appeal to the superintendent or designee must be made in writing, and mailed or~~
453 ~~delivered in person to the superintendent within ten (10) work days from the date of the~~
454 ~~second level reviewer's written decision. The superintendent or designee will review the~~
455 ~~matter, and may, in his or her sole discretion, request additional information or~~
456 ~~documentation.~~
457
- 458 ~~3. The superintendent or designee will render a decision on the appeal within fifteen (15)~~
459 ~~days of receipt of the appeal, unless a longer period of time is deemed necessary.~~
- 460 ~~4. This decision shall serve as final administrative action in the matter.~~
461
462

463 *Responsibility for Dissemination of Policy*

464

- 465 1. Principals and supervisors will take appropriate actions to reinforce this policy and these
466 procedures by:
- 467 a. providing annual employee in-service, with documentation and employee
468 signatures;
- 469 b. including a summary of this policy in employee handbooks;
- 470 c. ensuring that by October 1 of each year every student receives an age-
471 appropriate explanation of the policy and is given the opportunity to discuss the
472 policy in a classroom setting; and
- 473 d. notifying parents and guardians of this policy by October 1 of each year either by
474 including it in the student handbook or by sending a notice to students' homes.

2. A summary of these procedures and related materials shall be posted in a prominent place in each district facility.

Records

1. Records of discrimination or harassment complaints shall be maintained by the compliance officer, or ~~their~~ ~~his or her~~ designee. The records will be kept in a separate and confidential file as required by the Governmental Records and Access Management Act.
2. The release of information regarding the specific disciplinary action imposed on a student or employee must meet the requirements of the applicable state and federal laws.
3. Information gathered, developed, and documented in the investigation will be regarded as a protected record.
4. If the Complainant is an employee, no record of the complaint shall be kept in the Complainant's personnel file.
5. If there appears to be no foundation to the allegation(s); ~~made against an employee~~, no record will be placed in the Respondent's personnel file.
6. Records of initial complaints and investigations shall be retained for at least one year.
7. Records of district level investigations shall be retained for at least three years.

District Equity Office

All questions related to discrimination ~~or harassment and retaliation~~ should be directed to the compliance officers, ~~Jason Garrison~~ ~~Doug Finch~~ ~~for students~~, 801-374-4814 or ~~Jason Cox~~ ~~Rebecca Rogers~~ ~~for employees~~ 801-374-4938.

1. The compliance officers serve as a resource to the district to provide information, counseling, training, and advice regarding discrimination ~~or harassment and retaliation~~. Individuals are encouraged to discuss their concerns or complaints with the district's compliance officers in order to clarify whether discrimination may be occurring and to determine ~~his or her~~ their options, including the pursuit of more formal action.
2. The compliance officers can also provide information relating to any external remedies which may be available to the Complainant.

Outside Reporting Procedures

Right to File Complaints with External Agencies

1. Nothing in this policy shall prohibit an individual from filing a discrimination or harassment claim with the Utah Anti-Discrimination and Labor Division (UALD), 160 East 300 South, 3rd Floor, P.O. Box 146600, Salt Lake City, Utah 84114-6600. An employee has a maximum of one-hundred eighty (180) calendar days from the alleged date of discrimination to file a claim with the UALD.
2. If concerns cannot be resolved at the school or district level, discrimination complaints may be filed with the Office of Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, Colorado, 80204-3582.

Training

1. All new employees shall receive information about these procedures and the related policy at an employee orientation. All other employees shall be provided information on a regular basis regarding these procedures, and the district's commitment to providing a learning and working environment free from discrimination, harassment, and retaliation.
2. Principals in each school are responsible for informing students and training staff on these procedures. [Staff members are trained as part of their Safe Schools Training annually, and students are trained in how to report these instances using the SafeUT App.](#)

Legal References

Board Approved: August 11, 2015

Revised:

~~PROVO CITY SCHOOL DISTRICT STUDENT DISCRIMINATION AND SEXUAL HARASSMENT REPORT FORM~~ Provo City School District maintains a firm policy prohibiting all forms of discrimination and/or harassment based on race, color, religion, age, national origin, sexual orientation, gender expression or identity, disability, or any other classification protected by law. All persons are to be treated with respect and dignity. Forms of discrimination and/or sexual harassment by any person, male or female, which creates an intimidating, hostile, or offensive environment will not be tolerated under any circumstances. This form is to be used by students when they feel that discrimination and/or harassment has occurred that warrants

559 investigation. Student Complainant _____ Gender M / F / X /
560 Non-binary School _____ Grade _____
561 _____ Home Address _____
562 _____ Home Phone _____
563 _____ Cell Phone _____ Date of
564 alleged incident(s) _____ Name
565 of person(s) you believe discriminated against you or another person
566 _____
567 _____
568 _____
569 _____ Where did the incident(s) occur
570 _____
571 _____
572 _____
573 _____ Name(s) of potential witness(es)
574 _____
575 _____
576 _____
577 _____ Type of Discrimination, check all that apply Age: _____ Color: _____ Disability: _____
578 Gender: _____ Gender Identity: _____ Race: _____ National Origin: _____ Religion: _____
579 Retaliation: _____ Sexual Harassment: _____ Sexual Orientation _____ Other (please describe)
580 _____ Describe the incident(s)
581 as clearly as possible, including such things as: what force, if any, was used; any verbal
582 statements (i.e., threats, requests, demands, etc.); what, if any physical contact, was involved;
583 harm it caused you; etc. (Attach additional pages if necessary)
584 _____
585 _____
586 _____
587 _____
588 _____
589 _____
590 _____
591 _____
592 _____
593 _____
594 _____
595 _____
596 _____
597 _____ Remedy Being Sought:
598 _____
599 _____
600 _____
601 _____
602 _____

603 _____This complaint is filed based on my honest belief that _____ has
604 discriminated against or harassed me or another person. I hereby certify that the information I
605 have provided in this complaint is true, correct, and complete to the best of my knowledge and
606 belief. Please submit this form to your school administrator for investigation and response.

607 _____ Complainant
608 Signature Date _____ Complainant Name (Please Print)
609 _____ School Administrator
610 Date _____ School Administrator Name (Please Print)

611 The following district level administrators have been designated to provide information and
612 guidance concerning issues related to discrimination and sexual harassment: For employee,
613 volunteer to student violation: Jason Cox Assistant Superintendent of Human Resources 280
614 West 940 North Provo, UT 84604 801-374-4822 jasonc@provo.edu For student-to-student
615 violations: Doug Finch Assistant Superintendent of Student Services 280 West 940 North Provo,
616 UT 84604 801-374-4631 douglasf@provo.edu Adopted August 10, 2015

617
618
619
620 NON-DISCRIMINATION SHORT FORM

621 3214 F2 Doug Finch Assistant Superintendent of Student Services 801-374-4631 Provo City
622 School District does not knowingly discriminate on the basis of race; color; religion; age;
623 national origin; sexual orientation, gender expression or identity; disability, or any other
624 classification protected by law. " See Provo City School District Policy 3240 at www.provo.edu"
625

626 Originally: August 11, 2015