

**San Juan School District
Non-Discrimination and Anti Harassment Notice and Complaint Procedures**

San Juan School District prohibits discrimination based on the basis of age, color, disability, national origin, pregnancy, race religion or sex. No student or employee may engage in unlawful harassing conduct.

Any student or employee who feels that they have been unlawfully discriminated against, harassed, or has witnessed an unlawful act should report as follows:

- Report such conduct to a counselor, supervisor, administrator or the District Human Resource Director within 10 calendar days of the alleged act of discrimination or harassment.
- An informal review and/or investigation of the complaint will be conducted at the site of the alleged act.
- If the issue is not resolved, a formal complaint should be submitted to the Human Resource Director within 10 calendar days. The Complaint Form is attached to this notice.
- The District Human Resource Director or designee will initiate an investigation and inform the complainant within 15 working days.
- All investigations will be treated with discretion to protect the privacy of those involved. All efforts will be made to treat the information as confidential; however, absolute confidentiality of all information obtained through an investigation cannot be guaranteed.
- An investigation shall be completed as quickly as possible and within 25 working days of receipt of the complaint, unless extenuating circumstances require longer.
- Within 10 working days of the completion of the investigation, the District Human Resource Director shall notify all parties of the findings of the investigation.
- 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.

All questions or inquires may be submitted to: Human Resource Director, San Juan School District, 200 North Main Street, Blanding, UT 84511 Phone: (435) 678-1270

**DISTRICT EMPLOYMENT
NON-DISCRIMINATION & ANTI-HARASSMENT POLICY**

COMPLAINT FORM

Non-Discrimination and Anti-Harassment for Students and Employees

Personal Information:

Name: _____ Telephone: _____

Address: _____

I am (check one) ___ Student ___ Employee ___ Patron

Location of Discrimination or Harassment: _____

Type of Discrimination (check all that apply):

___ Age ___ Color ___ Disability ___ Marital Status ___ National Origin ___ Pregnancy ___ Race ___ Religion ___
Retaliation ___ Sex/Gender ___ Sexual Harassment
___ Other (please describe) _____

Additional Information

Please describe your concern or complaint in detail including the date the problem occurred. You may attach additional pages as necessary. Please include the following information:

- How you or others were treated differently?
- Names and positions of those involved including contact information.
- Names of individuals who witnessed or are aware of the facts relating to this complaint.
- Describe any steps you have taken to address the problem.
- Describe your proposed solution to the problem.
- If your concerns relate to a disability, state the nature of the disability.

I state under criminal penalty of the State of Utah that the foregoing information, including any attached pages, is true and correct.

Signature: _____ Date: _____

Submit to: Human Resource Director, San Juan School District, 200 North Main Street, Blanding, UT 84511
Phone: (435) 678-1270 Fax: (435) 678-1280

The San Juan School District does not discriminate on the basis of age, color, disability, national origin, pregnancy, race, religion, or sex in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policy: Human Resource Director, 200 North Main Street Blanding, Utah 84511, 435.678.1270. You may also contact the Office for Civil Rights, Denver, CO, (303)844-5695.