

*Salt Lake City School District*  
**G – 19 Form**  
*Discrimination, Harassment, and Retaliation Prohibited*  
*(As required under Federal Regulations Title IX, VI, VII, Sec.504)*

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*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 Compliance Officer 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 District Compliance Officer within 10 calendar days (refer to Board Policy G-19, Non-Discrimination and Anti -Harassment for Students and Employees Complaint Form).
- ✓ The District Compliance Officer 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 will 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 Compliance Officer will 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.

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