



**Provo City School District
Policy Series 3000: Students**

Policy No. 3305

Student Privacy Plan

Provo City School District aims to create a welcoming and inclusive environment where all students feel respected, supported, and safe. Our privacy plan reflects our commitment to upholding the rights and dignity of every individual within our school community, complying with relevant legislation, and fostering a culture of acceptance and understanding.

Provo City School District acknowledges and respects the diverse needs of its students. The district recognizes the legal directive to preserve the individual privacy of male and female students in the public education system. Students should only access an operational public school sex-designated privacy space that is constituted for student use if the student's sex corresponds with the sex designation of the privacy space. In accordance with Utah State Code 63G-31-301-304, the district will give annual notice to students and take administrative action to promote compliance.

Provo City School District is committed to providing ongoing support to students who require alternative privacy spaces. Additionally, we are committed to regularly reviewing and updating our policies and procedures to ensure they remain aligned with the requirements of the Federal and State Code, as well as State Board Rules, and best practices in promoting inclusivity and respect for all students.

Legal References

[Utah State Code 63G-31-301](#)

[Utah State Code 63G-31-302](#)

[Utah State Code 63G-31-303](#)

[Utah State Code 63G-31-304](#)

Adopted: June 11, 2024



**Student Privacy Plan
Procedure 1**

The Provo City School District is committed to providing reasonable accommodations for students who request the use of a privacy space (restroom or changing room) other than the sex-designated privacy space that corresponds with their sex due to their gender identity or reasonable fear of bullying. This privacy plan outlines the procedures and measures that the district will implement to ensure compliance with the law and to provide a safe and inclusive environment for all students.

Definitions

Changing room: a space designated for multiple individuals to dress or undress within the same space, including dressing rooms, fitting rooms, locker rooms, or shower room; and a restroom when a changing room contains or is attached to the restroom.

Privacy space: a restroom or changing room within a publicly owned or controlled facility, where an individual has a reasonable expectation of privacy.

Restroom: any space that includes a toilet.

Single-occupant: the facility or privacy space has floor-to-ceiling walls; an entirely encased and locking door; and is designated for single occupancy.

Unisex: the facility or privacy space is designated for the use of both sexes, or is not sex-designated.

Sex: the individual's biological sex at birth

Requirements and Procedures

1. Notice to Students and Parents/Guardians

Provo City School District will provide notice annually to all students and parents or legal guardians regarding these guidelines for individual privacy and the availability of alternative privacy spaces for students who require them due to their gender identity or fear of bullying. This notice may be disseminated through registration and annual re-registration notices and assurances, posted notices, and other relevant publications.

2. Coordination with Students and Parents/Guardians:

Upon receiving a request from a student or student's parent or legal guardian to use a privacy space other than the designated sex-specific privacy space, the school administration will coordinate with the student and the student's parent or legal guardian to develop an appropriate privacy plan that focuses on the specific needs of the student while ensuring their safety and comfort within the school environment, as much as is feasible.

3. Provision of Alternative Facilities:

The selection of alternative spaces will be based on the student's individual needs, as determined in consultation with the student and their parent or legal guardian. The list below is not exhaustive and alternate ideas can be considered collaboratively between parents, the student, and the school administration. The privacy plan may include provisions for the student to have reasonable access to one of the following for a privacy space:

- A unisex or single-occupant facility space
- A faculty or staff restroom
- A sex-designated privacy space through staggered scheduling or another policy provision that provides temporary private access
- Other alternative ideas compliant with State Code identified by coordinating with parent or legal guardian and the student.

4. Administrative Action and Compliance:

To promote compliance with the law and ensure the effective implementation of privacy plans, Provo City School District will take administrative action to address any violations or instances of non-compliance. This may include disciplinary measures for students or staff members who fail to respect the privacy and dignity of others; or who interfere with the creation and/or implementation of privacy plans. For additional information see Policy/Procedure Safe and Orderly Schools; Bullying, Cyber-Bullying, Hazing, and Abusive Conduct; and Non-Discrimination: Sexual Harassment.

5. Consequences for False Reporting

According to State Code, individuals are guilty of reporting abuse if they make a false report alleging a violation of [Utah Law, Section 63G-31-302](#) regarding a sex-designated changing room. This violation is a class B misdemeanor. The District will refer such false reports for legal action.

Appeal Process

School administrators do not have authority to grant exceptions to the above procedures but may refer them to the Superintendent (or designee) for review. A parent/guardian may, within ten (10) school days, appeal a decision regarding the determination of a Student Privacy Plan. All appeals shall be in writing and shall be made to the Superintendent. If no appeal is made within the timeline set forth above, the action described in the notice of the Privacy Plan is final. In the event of an appeal, the parent/guardian is entitled to the following:

- Within ten (10) school days from the date of the appeal, the parent/guardian and student may request a meeting with the Superintendent (or designee) in an effort to resolve the matter. The decision of the Superintendent (or designee) is final.