

Harassment and Discrimination Investigation Procedures for Employees, Applicants for Employment and Members of the Public

The district is committed to providing a working and learning environment that is free from discrimination and harassment. It is a violation of policy for any staff member or student to harass employees, applicants for employment, or members of the public, or to retaliate against those who report discrimination or harassment or who participate in an investigation into alleged discrimination or harassment. As defined by district policy and for the purposes of this regulation, “harassment” is unwelcome conduct or communication directed at a student based upon their membership in a protected class, which is objectively offensive to a reasonable individual who is a member of the same protected class. To be considered harassment, such conduct or communication must also meet at least one of the following:

1. Submission to such conduct or communication is explicitly or implicitly made a term or condition of the individual’s employment;
2. Submission to, objection to, or rejection of the conduct or communication is used or threatened to be used as a basis for employment decisions affecting the individual; or
3. The conduct or communication has the purpose or effect of unreasonably interfering with the individuals’ work performance or creating an intimidating, hostile, or offensive working environment.

The district has adopted the following procedures to encourage the reporting of, and to ensure the prompt, fair, and impartial investigation and resolution of complaints of discrimination and harassment of employees, applicants for employment, and members of the public. Complaints may be submitted orally or in writing. Allegations of sex-based discrimination or sex-based harassment arising under Title IX must follow the procedures specifically outlined in regulation AC-R-3.

Investigation Process

For any investigation conducted pursuant to this regulation, the district will keep information related to such investigation confidential to the extent possible. The investigation will be fair, impartial, and prompt. The district will make a good faith effort to complete an investigation within sixty (60) days after the complaint, with an additional thirty (30) day extension possible for good cause. The compliance officer will attempt to adhere to all timelines. If the compliance officer needs more time with regard to any aspect of the investigation, they will notify the parties in writing of the reason for the extension.

All parties will be treated equitably and will be provided equal opportunity to present evidence.

1. Making a Complaint

Any person who witnesses or experiences harassment, discrimination, or retaliation against employees, applicants for employment, or community members, is encouraged to report the conduct to school staff by making a complaint with the district's compliance officer.

Any staff member who receives information about an incident or who witnesses or experiences harassment, discrimination, or retaliation must report the incident to the compliance officer.

Complaints may be made by phone, by email, in person, or through an online **complaint form** ([AC-E-2](#)) and should include a detailed description of the alleged event(s), the date(s) the alleged event(s) occurred, and name(s) of the party/parties involved, including any witnesses. The complaint should be made as soon as possible after the incident.

Compliance Officer:

Amanda Thompson, Assistant Superintendent of Human Resources
395 S. Pratt Pkwy.
Longmont, CO 80501
Telephone: 303-776-6200
Email: thompson_amanda@svvsd.org

In the event the complainant believes that the compliance officer has a bias or conflict of interest with regard to the parties and/or the underlying conduct, or if the compliance office is alleged to have participated in prohibited conduct, complaints may be directed to: Johnny Terrell, Assistant Superintendent of Student Services, 830 South Lincoln Street, Longmont, CO 80501, 303-772-7700 or via email: terrell_johnny@svvsd.org.

Retaliation against the complainant, respondent, or any person who filed a complaint or participated in an investigation is prohibited. Individuals found to have engaged in retaliatory behavior will be subject to disciplinary measures.

2. Evaluation by Compliance Officer

The compliance officer will review the complaint to determine whether the alleged conduct constitutes harassment or discrimination. The compliance officer will refer the matter back to the building principal or appropriate administrative department if the conduct alleged does not implicate a protected class or otherwise fit the definition of prohibited harassment or discrimination.

The compliance officer will refer any potential criminal conduct to law enforcement. Upon the request of law enforcement, the compliance officer will delay action on a complaint for a reasonable amount of time to allow law enforcement to investigate the matter and will notify

the parties of the delay. The compliance officer will not rely solely on a criminal investigation by a law enforcement agency in lieu of responding to a report of harassment or discrimination but may consider any evidence shared by law enforcement in making any determinations.

The compliance officer may assign any or all aspects of the investigation to a qualified alternate for any reason, including conflict of interest, bias concerns and/or insufficient capacity due to other matters.

As used in this regulation, the term “compliance officer” refers to the compliance officer or their designee.

3. Initial Meetings with the Parties

The following details actions to be taken by the compliance officer upon the determination that the underlying allegations, if proved to be true, constitute harassment or discrimination:

a. *Initial meeting with Reporting Party, if any, and Complainant*

Within five (5) school days following receipt of the complaint, the compliance officer will meet with the complainant and any reporting party. The purpose of the initial meeting is for the compliance officer to:

- provide the complainant with the information detailed in paragraph c below; and
- collect any additional information necessary to complete the complaint and determine whether the allegations, if proven to be true, constitute prohibited discrimination or harassment.

If the compliance officer determines there is no merit to the allegations, the compliance officer may dismiss the complaint and will notify the complainant in writing. If the complaint is dismissed at this stage, the compliance officer may meet with the respondent to advise them of the allegations and offer supportive measures.

If, after the initial meeting, the complainant indicates they do not want to proceed with the next steps of the investigation, the compliance officer may elect to proceed with the investigation if necessary to stop any harassment or discrimination and otherwise ensure the safety of the working or learning environment.

b. *Initial Meeting with Respondent*

As soon as possible after meeting with the complainant and any reporting party, the compliance officer will meet with the respondent and, if the respondent is a student, their parents/guardians, in order to obtain a response

to the complaint. At the initial meeting, the compliance officer will advise the respondent as to the allegations against them and give the respondent a chance to respond to those allegations.

c. *Information Provided at the Initial Meetings*

The compliance officer will provide to both the complainant and respondent the same basic information, including:

- available supportive measures;
- copies of Board Policy AC and this regulation;
- timeline for the investigation process and the district's legal obligations;
- the possibility of resolving the complaint informally upon agreement of all parties;
- that the information collected is confidential, so long as confidentiality does not prevent the district from responding effectively to prohibited conduct and preventing future prohibited conduct;
- all parties have a right to have an advisor present during all stages of the investigation; and
- parties will be granted excused absences for any therapy, medical, legal, or victim's services appointment associated with the report.

4. Informal Complaint Resolution

When the compliance officer deems it appropriate, an informal resolution process may be instituted. Informal resolution is not appropriate in all circumstances and may only be used if both parties are students and both parties agree. Any such agreement must be voluntary, non-coerced, and documented in writing. No party will be forced to participate in informal resolution and either party may request an end to an informal process at any time.

If both parties feel a resolution has been achieved through informal resolution, no further action need be taken to resolve the complaint. However, within seven (7) school days following the conclusion of the informal resolution process, the compliance officer must prepare a written report for the parties detailing the process and any agreed upon corrective or restorative measures provided, including any steps the district will take to prevent future discrimination or harassment. A copy of the report will be shared with the Board of Education.

5. Formal Complaint Resolution

If informal resolution is inappropriate, unavailable, or unsuccessful, the compliance officer will engage in formal complaint resolution.

- a. *Collect Evidence:* The compliance officer will collect evidence. Evidence may be collected by interviews with parties and witnesses, reviewing any available physical or documentary information, requesting written

statements, or other appropriate methods at the compliance officer's discretion. Evidence may include, but is not limited to: evidence about the credibility of the parties involved; evidence about whether the respondent has engaged in other incidents of misconduct; evidence of the complainant and respondent's respective reactions or changes in behavior following the incident; and evidence regarding whether the complainant took action to protest the conduct.

b. *Determination:* No later than forty-five (45) school days following receipt of the complaint, the compliance officer must prepare a written report which determines whether discrimination or harassment occurred. The compliance officer will apply the preponderance of the evidence standard when making their determination. In making this decision, all relevant circumstances must be considered by the compliance officer, including:

- the degree to which the conduct affected the complainant's ability to participate in or benefit from the school or work environment;
- the type, frequency and duration of the conduct, recognizing that a single incident may rise to the level of harassment, and that conduct or communication that at one time was or is welcome between two or more individuals may become unwelcome to one or more of those individuals;
- the number of individuals engaged in the conduct or communication
- the identity of and relationship between the respondent and the complainant;
- the location of the incident and the context in which it occurred;
- whether the conduct was threatening;
- the use of epithets, slurs or other conduct that is humiliating or degrading;
- whether the conduct or communication reflects stereotypes about an individual or group of individuals in a protected class;
- any power differentials between the parties; and
- any other relevant circumstances.

Whether harassment has previously occurred in the district is not relevant as to whether the conduct or communication is discriminatory. Petty slights, minor annoyances, and lack of good manners do not constitute harassment unless, combined, they impact an individual's employment or create a hostile work environment as defined by law.

The decision must include a written determination regarding responsibility, explain how and why the compliance officer reached the conclusions outlined in the report, detail any supportive measures or disciplinary sanctions already taken, and recommendations for future disciplinary measures.

If the compliance officer is not the superintendent, the compliance officer's report is advisory and must not bind the superintendent or the district to any particular course of action or remedial measure.

If the compliance officer is the superintendent, the report will include the determination of any sanctions or other actions deemed appropriate, and/or other appropriate corrective or restorative actions, if applicable.

6. Disciplinary Measures and Outcome

As soon as practicable after receiving the compliance officer's findings and recommendations, the superintendent or designee must determine any sanctions or other actions deemed appropriate, and/or other appropriate corrective or restorative actions.

To the extent permitted by federal and state law, all parties, including the parents/guardians of any students involved, must be concurrently notified in writing of the final outcome of the investigation and any corrective or restorative action taken by the district within five (5) school days following the superintendent's determination.

Resources

Throughout the investigation, or after the investigation concludes, affected individuals may choose to use the following resources:

National Domestic Violence Hotline: 1-800-799-SAFE (7233)

National Sexual Assault Hotline: 1-800-656-4673

Violence Free Colorado: <https://www.violencefreecolorado.org/>

The Crisis Center 24/7 Hotline: 303-688-8484

Outside Agencies

In addition to, or as an alternative to, filing a complaint pursuant to this regulation, a person may file a discrimination complaint with the U.S. Department of Education, Office for Civil Rights (OCR); the Federal Office of Equal Employment Opportunity Commission (EEOC); or the Colorado Civil Rights Division (CCRD). The addresses of these agencies are listed below.

Denver Office for Civil Rights (OCR)
U.S. Department of Education
1244 Speer Blvd., Suite 310, Denver, CO 80204-3582
Telephone: 303-844-5695

Fax: 303-844-4303
TTY: 303-844-3417.
Email: OCR. Denver @ed.gov

Federal Office of Equal Employment Opportunity Commission (EEOC) 303 E. 17th
Avenue, Suite 410, Denver, CO 80203

Telephone: 800-669-4000

Fax: 303-866-1085

TTY: 800-669-6820

ASL Video Phone: 844-234-5122

Website: <https://publicportal.eeoc.gov/portal/>

Colorado Civil Rights Division (CCRD)

1560 Broadway, Suite 825, Denver, CO 80202

Telephone: 303-894-2997 or 800-886-7675

Fax: 303-894-7830

Email: DORA_CCRD@state.co.us (general inquiries),
DORA_CCRDIntake@state.co.us (intake unit)

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St. Vrain Valley School District RE-1J, Longmont, Colorado