The district is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. Consequently, it is district policy that no person shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, in any district program or activity on the basis of ethnicity or race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, genetic information, age, veteran status, or disability.

Creating a discrimination free district requires the commitment of each administrator, supervisor, employee, student and community partner to affirm in actions and deeds the intent and spirit of this policy. Toward this end, the district will periodically educate and train employees regarding conduct that could constitute a violation of this policy and the procedures to address complaints.

This policy extends to all areas of employment including job advertising, employment requirements, recruitment, compensation, job classifications, promotions, and terminations.

Prohibited Conduct

All district employees, students and community members are expected to be aware of the prohibited conduct addressed in the policy and comply with the prohibitions. Failure to comply may result in employee corrective action up to and including termination, student discipline up to and including expulsion, or resulting in action being taken against a community member up to and including being trespassed from district property.

Discrimination, as explained above, is treating a person of a particular group differently based on their protected status. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of the person's protected status and has the purpose or effect of unreasonably interfering with an individual's work or education performance or creating an intimidating, hostile or offensive work or education environment.

Harassment includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on the employer's premises or circulated in the workplace, on district time or using district equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.

Sexual harassment is a form of harassment prohibited by this policy. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational experience; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; and
3. Such conduct is sufficiently severe and pervasive so as to alter the conditions of, or have the purpose or effect of substantially interfering with, an individual's work by creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

**General Complaint Process**

Any employee, student, or community member who believes they have been the subject of or witnessed discrimination or harassment based on any of the aforementioned protected categories should report the incident immediately to any of the below listed reporting officials:

1. Your school Principal or Assistant Principal,
2. Your school Achievement Director,
3. The Legal Services and Employee Relations Department, or
4. The Superintendent.

The following person has been designated to assist the district with its response to complaints of unlawful discrimination and harassment on the basis of gender and disability:

**Student Title IX and Section 504 Compliance Officer**
Chief Student Success Officer
1829 Denver West Drive, Building 27
P.O. Box 4001
Golden, Colorado 80401-0001
Phone: (303) 982-6840

**Employee Title IX ADA, and EEO Compliance Officer**
Chief Legal Counsel/Executive Director of Legal Services and Employee Relations
1829 Denver West Drive, Building 27
P.O. Box 4001
Golden, Colorado 80401-0001
Phone: (303) 982-6544

Complaints may also be filed with the U.S. Equal Opportunity Commission, U.S. Department of Education, and Office for Civil Rights, or Colorado Civil Rights Commission. Any complaint of discrimination or harassment filed under this policy shall be processed even if the complainant also files a complaint with an outside agency.

When a complaint is reported to one of the above listed district employees, the district will conduct a prompt inquiry and take reasonable steps to mitigate future harm during the period of the inquiry. The purpose of the inquiry is to gather all relevant information related to the complaint. The investigator may gather information from any sources deemed necessary in an effort to fully investigate and resolve the complaint. Generally speaking, the investigator should obtain the following information from the complainant:

1. Details concerning the incident or conduct giving rise to the complaint,
2. Dates and location of the alleged incident or conduct,
3. Witnesses statements from those with knowledge of the alleged incident or conduct, and
4. Copies of any documentary evidence relevant to the alleged incident or conduct.

Complaints will be addressed as confidentially as possible, considering the specific circumstances of the allegations to protect the interests of both the complainant and the person accused of wrongdoing. Any person who is determined to have violated this policy shall be subject to corrective action. Disciplinary or remedial measures should be designed to stop the misconduct, correct its effects on the complaining individual, and ensure that the misconduct does not recur.

The complainant and the accused shall be informed of the conclusion of the inquiry.

**Retaliation**
It is the policy of the district that all participants involved in discrimination or harassment inquiry be able to participate free from retaliation. Consequently, if individuals believe they have been retaliated against for reporting a complaint of discrimination or harassment, for participating in an investigation of discrimination or harassment, they must report this belief to one of the above listed reporting officers or the assigned investigator. When a complaint is reported to one of these individuals, the district will conduct a prompt inquiry as described above. An act of retaliation, in and of itself, is a violation of district policy and shall subject the violator to disciplinary or remedial measures.

**POLICY REFERENCE:**

GBK, Staff Concerns/Complaints/Grievances  
JB, Equal Educational Opportunities  
JI, Students Rights and Responsibilities  
KE, Public/Parent Concerns and Complaints  
KE-R, Public/Parent Concerns and Complaints  
Board Policy EL-10, Treatment of Students  
Board Policy EL 12, School Safety

**Legal**

Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C . 621 et seq.  