

## NONDISCRIMINATION

- 1.0 **Discrimination and Harassment Prohibited.** The District is committed to nondiscrimination in relation to race, color, sex (including pregnancy, childbirth, and related medical conditions), age, religion, creed, national origin (including ethnicity), ancestry, genetic information (including family medical history), marital status, family composition, sexual orientation, transgender identity, gender identity, gender expression, or disability (“Protected Classes”), in its educational programs or activities, operations, and employment applications and decisions. The District’s “educational programs” include but are not limited to the District’s schools of choice program. Harassment may be a form of discrimination. Anyone engaging in discrimination shall be subject to discipline and/or other consequences in accordance with this and other District policies.
- 2.0 **Publication of Policy.** The Superintendent or designee shall notify students, parents/guardians of students, sources of referral of applicants for employment, applicants for employment, and employees of the District’s nondiscrimination policy. Notice shall be provided in the District’s employment application materials; in new employee handbooks; and in annual communications provided to students, parents/guardians, and staff.
- 3.0 **Application of Policy.** This policy applies to complaints and reports filed by or on behalf of students, parents or guardians of students, employees, and third parties alleging discrimination or harassment as defined by this policy carried out by employees, students, or third parties such as parents or guardians, volunteers, independent contractors, and visitors. It is applicable to incidents of discrimination or harassment occurring on District property or incidents occurring off-District property that have continuing effects in the District’s learning and/or working environment(s). Certain categories of sexual harassment are addressed separately in District Policy 8410. Student bullying is addressed in Policy 5110.
- 3.1 The District’s Human Resources Department shall follow the definitions and procedures required by Colorado’s “Protecting Opportunities and Workers Rights Act” (POWR). The Human Resources Department will implement a harassment prevention program and will continue to take prompt, reasonable action to investigate or address allegations of discriminatory or unfair employment practices.
- 4.0 **Definitions.**
- 4.1 “Chosen Name” means any name a student requests to be known as that differs from the student’s legal name, to reflect the student’s gender identity.
- 4.2 “Complainant” means a person (student, employee, etc.) who is the subject of alleged conduct that could constitute harassment or discrimination as defined by this policy while participating or attempting to participate in the District’s programs or activities.
- 4.3 “Complaint” means an allegation, filed by the person who is the subject of the alleged harassment or discrimination. Complaints should contain a detailed description of the alleged events such as date(s), names of persons involved, witnesses, what occurred, and location(s).
- 4.4 “Designated Administrator” is a staff member at each school specifically designated to receive and respond to Complaints and Reports of harassment and discrimination. The Designated Administrator for each school is listed in Exhibit A.
- 4.5 “Party” or “Parties” means the Complainant(s) and/or Respondent(s) involved in the alleged policy violation.

- 4.6 “Relevant” means related to the allegations of harassment or discrimination under investigation as part of this policy. Questions are relevant when they seek evidence that may aid in showing whether the alleged harassment or discrimination occurred, and evidence is relevant when it may aid in determining whether the alleged harassment or discrimination occurred.
- 4.7 “Report” means an allegation of harassment or discrimination that is submitted by a person who is not the subject of the alleged event(s). Reports should contain a detailed description of the alleged event(s) such as date(s), names of persons involved, witnesses, what occurred, and location(s).
- 4.8 “Staff member” means all District employees and persons serving as authorized volunteers pursuant to District Policy 8800.
- 4.9 “Protected Classes” means race, color, sex (including pregnancy, childbirth, and related medical conditions), age, religion, creed, national origin (including ethnicity), ancestry, genetic information (including family medical history), marital status, family composition, sexual orientation, transgender identity, gender identity, gender expression, or disability.
- 4.10 “Discrimination” refers to two (2) broad categories of discrimination prohibited by this policy: a) disparate impact and b) disparate treatment.
- 4.10.1 Disparate treatment occurs when an individual is treated differently than others who are similarly situated and the basis of different treatment is the individual’s protected class.
- 4.10.2 Disparate impact is the disproportionately adverse effect of neutral policies on a group of individuals in a protected class.
- 4.11 This policy addresses two broad categories of prohibited conduct or communication: a) “Discriminatory Harassment” and b) “Harassment” or “Discrimination.”
- 4.11.1 “Discriminatory Harassment” means unwelcome conduct directed at an individual based on one or more of the individual’s Protected Classes which is so severe, persistent, or pervasive that it interferes with an individual’s academic performance, employment, or participation in District programs or activities, and creates an environment that a reasonable person would find intimidating, hostile or abusive. Offensive conduct based on an individual’s protected class may include, but is not limited to:
- 4.11.1.1 Offensive jokes, slurs, epithets, or name calling;
- 4.11.1.2 Physical assaults, threats, or intimidation;
- 4.11.1.3 Offensive objects or pictures;
- 4.11.1.4 Interference with school or work performance.
- 4.11.2 “Harassment” or “Discrimination” is based on the totality of the circumstances. It means to engage in, or the act of engaging in, any unwelcome physical or verbal conduct or any written, pictorial, or visual communication by a student or employee; that is directed at a student or group of students because of that student’s or group’s membership in, or perceived membership in, a protected class based on disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, religion, age, national origin, or ancestry,

which conduct or communication is objectively offensive to a reasonable individual who is a member of the same protected class. The conduct or communication does not need to be severe or pervasive to constitute harassment or discrimination.

- 4.12 The intentional misuse of an individual’s chosen name or the intentional avoidance or refusal to use an individual’s chosen name may constitute discrimination or harassment. Deliberately misusing an individual’s gender-related pronouns may also constitute discrimination or harassment.
- 4.13 “Retaliation” means any attempt to seek retribution against an individual or group of individuals involved in filing a complaint or report under this policy, filing an external complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a violation of this policy. Retaliation can take many forms, including abuse or violence, threats, harassment, and intimidation. Actions in response to a good faith complaint or report or response under this policy are considered retaliatory if they have a materially adverse effect on the academic or working environment of an individual or if they hinder or prevent the individual from accessing the District’s educational programs or from carrying out the staff member’s work responsibilities. Charges against a student for code of conduct violations related to the incident for the purpose of punishing a student for making a complaint or report or otherwise interfering with any right or privilege secured by this section constitutes retaliation.
- 4.14 The District’s “Nondiscrimination Compliance Officer” is the Title IX/Nondiscrimination Coordinator. The Title IX/Nondiscrimination Coordinator shall be responsible for coordinating, monitoring and documenting District compliance with this policy and with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act, Age Discrimination in Employment Act, Genetic Information Nondiscrimination Act of 2008 (GINA) and federal and state civil rights/nondiscrimination laws.  
The District’s Title IX/Nondiscrimination Coordinator is:  
Megan Brooks  
Educational Support Center (ESC)  
1500 E. 128<sup>th</sup> Avenue  
Thornton, CO 80241  
720-972-4179  
TitleIX-Nondiscrimination-Coordinator@adams12.org
- 4.15 The District’s charter schools are responsible for conducting their operations in a manner consistent with applicable nondiscrimination laws. Charter schools shall designate their own Nondiscrimination Compliance Officer and publish the contact information for their Nondiscrimination Compliance Officer.

## 5.0 **Compliance Requirements.**

- 5.1 The Title IX/Nondiscrimination Coordinator shall provide guidance and training to District staff as appropriate to inform students and staff regarding the District’s policy of nondiscrimination in all District programs, activities, and employment practices.

- 5.2 All students, parents or guardians, sources of referral of applicants for employment, applicants for employment, and employees of the District shall be notified of the title, address, and telephone number of the Title IX/Nondiscrimination Coordinator by inclusion in the District's employment application materials, new employee handbooks, online postings of student/parent handbooks, and/or by other means reasonably calculated to advise all students, parents or guardians, sources of referral of applicants for employment, applicants for employment, and employees.

**6.0 Complaint and Reporting Process.**

- 6.1 Any student, staff member, parent/guardian, or community member who believes s/he/they has/have been discriminated against or harassed shall promptly make a complaint. In addition, complaints may be submitted to the District's Title IX/Nondiscrimination Coordinator or on the online complaint form linked on the District's nondiscrimination webpage. Complaints concerning the Title IX/Nondiscrimination Coordinator shall be submitted to the Superintendent and complaints concerning the Superintendent shall be submitted to the President of the Board of Education.
- 6.1.1 Any student, staff member, parent/guardian or community member who witnesses or receives credible information about alleged discrimination or harassment shall submit a report.
- 6.2 Complaints or reports of harassment or discrimination are accepted in writing, in-person, by phone, email, or through the district's online form. Individuals requiring accommodations for purposes of making a complaint or report due to disability or other reasons shall contact the Title IX/Nondiscrimination Coordinator.
- 6.3 The Designated Administrator and/or Title IX/Nondiscrimination Coordinator shall conduct a preliminary inquiry of all complaints and reports to determine whether to proceed to an investigation under this policy or to take other appropriate steps.
- 6.4 A complaint shall be filed with one of the people identified in section 6.1 as soon as possible from the date of the complainant's knowledge of the alleged discrimination. Complaints filed more than 180 days after the alleged discrimination occurred shall not be accepted for investigation, except extensions may be granted upon a determination by the Title IX/Nondiscrimination Coordinator that the aggrieved individual was prevented from filing as a result of circumstances beyond the individual's control. Reports shall be submitted as soon as practical after the information is received.
- 6.5 Complaints and reports shall be kept confidential to the extent practical except as provided by law.
- 6.6 The District shall not use a student complaint of harassment or discrimination, whether verbal or in writing, or information revealed in any investigation or disciplinary proceedings of the complaint, as the basis for, or a consideration in, investigating or exacting any disciplinary response for a school violation by the complaining student or complainant related to the alleged incident for any of the following: engaging in reasonable self-defense against the respondent, consensual sexual activity, drug use, alcohol use, late arrival, truancy, unauthorized access to facilities, talking publicly about the alleged harassment or discrimination, or expressing a trauma symptom; except that

nothing in this section prohibits a school or local education provider from disciplining a student who knowingly makes a false complaint of harassment or discrimination, or disciplining a student when necessary to ensure the safety of any student or employee. A finding of no harassment or discrimination does not itself constitute a false complaint.

- 6.7 Dismissal of Certain Complaints. Upon receipt of a Complaint, the Designated Administrator and/or Title IX/Nondiscrimination Coordinator shall conduct a preliminary inquiry to determine whether it falls under the jurisdiction of this policy. If it does not, the Designated Administrator or Title IX/Nondiscrimination Coordinator may dismiss the Complaint. A Complaint may also be dismissed at the request of the Complainant, when the preliminary inquiry reveals that the Complaint would not constitute harassment or discrimination as defined by this policy even if the allegations are proven true, the Designated Administrator or Title IX/Nondiscrimination Coordinator is unable to identify the Respondent, or the Respondent is not participating in a district program or activity. Written notice of a dismissal shall be promptly submitted to the Complainant, and to both the Complainant and Respondent if the Respondent was given notice of the complaint.
- 6.7.1 A dismissal may be appealed to the Title IX/Nondiscrimination Coordinator or designee. The parties must have a reasonable opportunity to make a statement in support of or challenging the outcome of the dismissal. The Title IX/Nondiscrimination Coordinator or designee shall inform both parties of the result of the appeal and the rationale for the result.

## 7.0 Supportive Measures.

- 7.1 A school shall offer accommodations and supportive measures to a student experiencing harassment or discrimination that are designed to protect the safety of all students and that preserve and restore equal access to education for the student.
- 7.2 Students may make a request for supportive measures to their designated administrator, or to the District's Title IX/Nondiscrimination Coordinator.
- 7.3 A school shall not require a formal complaint or finding of harassment or discrimination before providing supportive measures.
- 7.4 As a supportive measure, a school shall grant an excused absence to a student who has experienced harassment or discrimination for any time the student is out of school because of a therapy, medical, legal, or victim services appointment related to the harassment or discrimination. Other accommodations and supportive measures may include, but are not limited to:
- 7.4.1 Counseling;
  - 7.4.2 Extensions of deadlines or other course-related adjustments;
  - 7.4.3 Extra time for homework or tests;
  - 7.4.4 The opportunity to resubmit homework or retake a test;
  - 7.4.5 Remediating an impacted grade;
  - 7.4.6 The opportunity for home instruction;
  - 7.4.7 Modifications to class schedules; and,
  - 7.4.8 Restrictions on contact between the parties to a complaint of harassment or discrimination.

- 7.5 If the student in receipt of supportive measures is a student with a disability receiving services through an Individualized Education Plan (IEP) or a Section 504 Plan, the Designated Administrator must consult with a member of the appropriate team to develop a supportive measures plan. Additional accommodations are available for students with disabilities depending on their disability-related need for an accommodation or supportive measure in response to discrimination or harassment. Accommodations are determined on an individual basis. Accommodations may include, but are not limited to: visual supports with pictorial reminders of how to request support, pressure pass, or a check in/check out with a school mental health provider.
- 7.6 A party may challenge a supportive measure applicable to them, or the modification or termination of supportive measures, by contacting the District's Title IX/Nondiscrimination Coordinator or designee.

8.0 **Informal Resolution.**

- 8.1 If both parties agree and the Title IX/Nondiscrimination Coordinator deems it appropriate, an informal resolution process, which does not involve an investigation and may involve mediation or other alternative dispute resolution models, may be instituted.
- 8.2 The parties must make progress toward an informal resolution within a reasonable amount of time.
- 8.3 The parties' agreement must be voluntary, non-coerced, and documented in writing. At any time prior to engaging in an informal resolution, any party has the right to withdraw from the informal resolution process and begin or resume the formal resolution process.
- 8.4 Informal resolution is not available when the complainant is a student or the student's parent/guardian and the complaint is against a staff member.

9.0 **Formal Resolution.**

- 9.1 If informal resolution is inappropriate, unavailable, not completed within a reasonable amount of time, or unsuccessful, the complaint or report shall be resolved through a formal investigation.
- 9.2 The designated administrator shall inform the Title IX/Nondiscrimination Coordinator of an investigation under this policy. The designated administrator shall conduct the investigation except where:
- 9.2.1 Complaints or reports involve staff, parents or third-parties;
  - 9.2.2 There are instances of investigator bias or unavailability;
  - 9.2.3 There are complex allegations; OR
  - 9.2.4 The Title IX/Nondiscrimination Coordinator appoints a separate decision maker.
- 9.3 Upon the institution of an investigation, the investigator shall provide the parties with written notice of the complaint or report. The written notice shall include the specific section of the policy allegedly violated, and the conduct constituting the alleged violation. All questions related to the investigation shall be directed to the individual conducting the investigation, or the individual's designee.
- 9.4 Both parties shall have an equal opportunity to be heard and to provide evidence obtained through the course of the investigation. The investigator shall interview the parties and any witnesses, review any available relevant evidence, and consider patterns of misconduct as relevant evidence. Both parties shall have the same opportunity to have an

- advisor or other person present during any part of the investigative process. During interviews and meetings, the advisor may not speak for the party and must limit their role to consulting with and advising the party. The District retains the right to establish restrictions regarding the extent to which the advisor(s) may participate in the proceedings. Any restrictions on advisor(s) shall apply equally to both parties.
- 9.5 The investigator shall not rely solely on a criminal investigation by a law enforcement agency.
- 9.6 The investigator shall make a good faith effort to complete an investigation that is fair, impartial, and prompt and make any findings within sixty days after the complaint or report is made, without infringing upon the rights enshrined in federal and state law of the complainant or the respondent. The investigator may extend the sixty-day deadline for up to thirty additional days for good cause, with written approval from the Title IX/Nondiscrimination Coordinator, and with prior written notice to the complainant and to the respondent of the delay and the reason for the delay or may extend the deadline at the request of a law enforcement agency.
- 9.7 The Investigator shall provide written updates about the status of an investigation or proceeding to the parties and the parties' parents or legal guardians, and to the Title IX/Nondiscrimination Coordinator at each stage of the investigation or proceeding, but at least every fifteen business days.
- 9.8 The investigator shall also determine the relevance of evidence and what evidence shall be included in the investigator's findings of fact. Investigations will be conducted using preponderance of the evidence as the evidentiary standard. This means the investigator shall determine whether it is more likely than not that a policy violation occurred. The investigator shall provide concurrent notification to the parties of the outcome of the investigation and any findings.
- 9.9 Appeals. If either party is not satisfied with the investigator's findings, the party may appeal to the Title IX/Nondiscrimination Coordinator or an official designee(s) within five work days following the notification of the findings. If no appeal is filed, the findings shall become final after five work days. Both parties shall receive written notice of any appeal and both shall have the opportunity to submit written statements either in support of or challenging the written determination. The Title IX/Nondiscrimination Coordinator shall have up to ten work days to arrange for and hold a meeting with each party. Following the meeting, the Title IX/Nondiscrimination Coordinator shall have ten work days to provide a written decision to the parties. The Title IX/Nondiscrimination Coordinator may 1) affirm the written determination; 2) overturn the written determination; or 3) send the report back to the investigator for additional investigation. The Title IX/Nondiscrimination Coordinator's decision to affirm or overturn the report is final.
- 9.9.1 Grounds for appeal. There are three grounds for appeal set forth below and other asserted grounds shall not be considered. A party's appeal must state the grounds for appeal and facts supporting those grounds in order to be considered.
- 9.9.1.1 Procedural irregularity that affected the outcome of the grievance process;

- 9.9.1.2 New evidence that was not reasonably available at the time of the determination regarding the existence of a policy violation that could affect the outcome of the grievance process; and/or,
- 9.9.1.3 The Title IX/Nondiscrimination Coordinator, the investigator, or the decision-maker had a conflict of interest or bias that affected the outcome of the grievance process.

#### 10.0 **Consequences.**

- 10.1 If the investigating official concludes that this policy has been violated, appropriate consequences shall be imposed, including but not limited to warning, exclusion, progressive discipline, suspension, expulsion, transfer, remediation or termination. Consequences to third parties include imposing conditions or a total ban upon the individual's future presence on District property, cancellation of a contract, or other appropriate measures.
- 10.2 The District will make available support and interventions (e.g., counseling) as appropriate.
- 10.3 Nothing in this policy shall be construed to prohibit discipline of a student or staff member for conduct which, although it does not rise to the level of discrimination or harassment as defined here, otherwise violates one or more of the Board's or District policies or an applicable collective bargaining agreement.

#### 11.0 **Record Keeping.**

- 11.1 The School shall provide the Title IX/Nondiscrimination Coordinator with all records of a harassment or discrimination complaint or report. The District shall retain the records for a minimum of seven years. The record of a complaint or report includes any accommodations or supportive measures taken in response to a complaint, report, or formal complaint or report of harassment or discrimination and documentation of the basis for the School's action and response.

#### 12.0 **Request for Impartial Due Process Hearing under Section 504.**

- 12.1 A parent/guardian (or the student, if the student is 18 years of age or older) may submit a request with the Title IX/Nondiscrimination Coordinator for an impartial due process hearing to resolve a complaint alleging discrimination on the basis of disability regarding a student's Section 504 identification, evaluation, or educational placement.
- 12.2 The request for an impartial due process hearing may be made orally or in writing and shall specify each issue the complainant wishes to have decided through the hearing process and the remedy sought for each issue. Individuals requiring accommodations for purposes of making a request due to disability or other reasons shall contact the Title IX/Nondiscrimination Coordinator.
- 12.3 The request for an impartial due process hearing must be submitted no later than 180 days after the last date on which the alleged discrimination occurred.
- 12.4 Upon the Title IX/Nondiscrimination Coordinator's receipt of an appropriate request for an impartial due process hearing, the District shall appoint a hearing officer who is knowledgeable about Section 504.



- 12.5 The hearing officer shall coordinate with the parties to set a date, time and place for the hearing within thirty (30) days of the initial request or as soon thereafter as reasonably practicable; shall advise the parties in advance regarding applicable hearing procedures and rules of evidence; and shall issue any prehearing orders deemed necessary or advisable.
- 12.6 The impartial due process hearing shall be recorded. Each party shall have the right to be represented by legal counsel and the right to present witnesses, documents or other relevant evidence in support of their case.
- 12.7 The hearing officer shall issue a written decision within ten (10) work days after the conclusion of the hearing that addresses each of the issues properly submitted.
- 12.8 The hearing officer's decision shall:
  - 12.8.1 Be confined to matters concerning the student's 504 identification, evaluation, or educational placement;
  - 12.8.2 Be based solely on relevant evidence presented at the hearing;
  - 12.8.3 Include a summary of the relevant evidence presented and the reasons for the decision rendered; and
  - 12.8.4 Be provided to all parties to the hearing.
- 12.9 The hearing officer may not assess or award attorney fees related to the hearing.
- 12.10 Within thirty (30) days of receipt of the hearing officer's written decision, either party may seek review of the decision in a court of competent jurisdiction, as authorized by law.
- 13.0 **Engaging in Retaliation or Making a False Complaint or Report.**
  - 13.1 It shall be a violation of this policy for any person to retaliate against a person who alleges discrimination/harassment or who testifies, assists or participates in an investigation, proceeding or hearing relating to discrimination/harassment allegations. A violation of this anti-retaliation provision may exist regardless of whether the underlying complaint or report of discrimination is substantiated.
  - 13.2 Allegations of retaliation shall be subject to the complaint, report, investigation, and enforcement procedures set forth in this policy or other applicable policy.
  - 13.3 Any person who knowingly makes a false complaint, or false report of discrimination/harassment shall be subject to disciplinary action in accordance with District policies. The outcome of an investigation, standing alone, shall be insufficient to support a finding of a false complaint or false report.

- 14.0 **Reporting to Federal or State Agency.** In addition to, or as an alternative to, filing a discrimination/harassment complaint pursuant to this policy, a person may file a complaint with the U.S. Department of Education, Office for Civil Rights, or the Colorado Civil Rights Commission at the addresses below:

Denver Office  
Office for Civil Rights  
U.S. Department of Education  
Federal Building  
1244 Speer Boulevard, Suite 310  
Denver, CO 80204-3582  
Telephone: 303-844-5695  
FAX: 303-844-4303; TDD: 303-844-3417  
Email: [OCR\\_Denver@ed.gov](mailto:OCR_Denver@ed.gov)

Colorado Civil Rights Division  
1560 Broadway, Suite 1050  
Denver, CO 80202  
Telephone: 303-894-2997  
FAX: 303-894-7830  
Toll Free: 800-262-4845  
English/Spanish  
Email: [DORA\\_CCRDIntake@state.co.us](mailto:DORA_CCRDIntake@state.co.us)

- 15.0 **Contact Information for Victims of Violence.**

RAINN  
National Sexual Assault Hotline 24/7:  
800-656-4732  
Online Chat: [Online.Rainn.Org](http://Online.Rainn.Org)  
Español: [RAINN.ORG/ES](http://RAINN.ORG/ES)

Colorado Coalition Against Sexual Assault  
1330 Fox Street, Suite 2  
PO Box 40350  
Denver, CO 80204  
Telephone: 303-839-9999  
Email: [info@ccasa.org](mailto:info@ccasa.org)

LEGAL REFERENCES:

20 U.S.C. §1681  
20 U.S.C. §1701-1758  
29 U.S.C. §621 et seq.  
29 U.S.C. §701 et seq.  
42 U.S.C. §12101 et seq.  
42 U.S.C. §2000d  
42 U.S.C. §2000e  
42 U.S.C. §2000ff et seq.  
34 C.F.R. Part 100  
C.R.S. 2-4-401 (13.5)  
C.R.S. 18-9-121  
C.R.S. 22-32-109 (1) (II)  
C.R.S. 22-32-110(1)(k)  
C.R.S. 24-34-301 (7)  
C.R.S. 24-34-301 et seq.  
C.R.S. 24-34-401 et seq.  
C.R.S. 24-34-601  
C.R.S. 24-34-602

CROSS REFERENCES:

Policy 1210

Policy 2100

Policy 4140

Policy 5110

Policy 5260

Policy 8410

Policy 8800

Adams 12 Five Star Schools

Most Recent Adoption: October 1, 2024

School Designated Administrator Name and Contact Information

Elementary

Arapahoe Ridge: Veronica White; 720-972-5740; whi029894@adams12.org  
Cherry Drive: Laura Spratt; 720-972-5315; spr023471@adams12.org  
Coronado Hills: Susannah Penney; 720-972-5324; pen012523@adams12.org  
Cotton Creek: Nicole Gillest; 720-972-5343; goo012923@adams12.org  
Eagleview: Kyle Hartman; 720-972-5764; har012601@adams12.org  
Federal Heights: Lori Underwood; 720-972-5364; und007753@adams12.org  
Malley Drive: Jill Ellison; 720-972-5496; ell020461@adams12.org  
McElwain: Josh Drozdowski; 720-972-5504; dro027430@adams12.org  
North Mor: Keely Osorio; 720-972-5544; oso024798@adams12.org  
North Star: Angela Chambliss; 720-972-5564; cha020474@adams12.org  
Prairie Hills: Ryanne Kleingarn; 720-972-8784; kle010035@adams12.org  
Riverdale: Felicia Sandoval; 720-972-5584; san011659@adams12.org  
Skyview: Julie Luoma; 720-972-5624; luo019322@adams12.org  
Stukey: Helen Butts; 720-972-5424; but025777@adams12.org  
Thornton Elementary: Vicki Murray; 720-972-5664; mur010431@adams12.org  
Centennial: Lovella Stainback; 720-972-5283; sta018346@adams12.org  
Coyote Ridge: Veronica White; 720-972-5783; whi029894@adams12.org  
Glacier Peak: Ryanne Kleingarn; 720-972-5944; kle010035@adams12.org  
Hillcrest: Chris Peterson; 720-972-5384; Pet016122@adams12.org  
Hunters Glen: Mishel Reilly; 720-972-5444; rei0103534@adams12.org  
Leroy Elementary: Nick Corso; 720-972-5464; cor027619@adams12.org  
Meridian: Jessica Bishop; 720-972-7884; bis027380@adams12.org  
Mountain View: Mike Baumann; 720-972-5524; bau016056@adams12.org  
Rocky Mountain: Suzy O'Dorisio; 720-972-5604; odo021575@adams12.org  
Silver Creek: Kristen Masterson; 720-972-3944; mas006256@adams12.org  
Stellar: Julie Luoma; 720-972-2344; luo019322@adams12.org  
Studio School: Laura Spratt; 720-972-3467; spr023471@adams12.org  
Tarver: Mishel Reilly; 720-972-3467; rei0103534@admas12.org  
Westview: Pam Olson; 720-972-5684; ols008617@adams12.org  
Woodglen: Michelle Kerber; 720-972-5704; ker006394@adams12.org

K-8

Hulstom K-8: Molly Gibney; 720-972-5403; gib010350@adams12.org  
STEM Lab: Andrea Overton; 720-972-3344; ove010023@adams12.org  
STEM Launch: Rochelle Boyd; 720-972-5127; boy006563@adams12.org  
Thunder Vista: Sarah Hotchkiss; 720-972-7309; hot027532@adams12.org

School Designated Administrator Name and Contact Information

Middle School

Century: Jennifer Viers; 720-972-5252; vie005980@adams12.org  
Northglenn: Isaac Bond; 720-972-5084; bon019024@adams12.org  
Rocky Top: Melissa Brown; 720-972-2209; bro021559@adams12.org  
Shadow Ridge: Helen Song; 720-972-5046; son018369@adams12.org  
Silver Hills: Steve Marx; 720-972-5004; mar009525@adams12.org  
Thornton Middle: Kristie Robbins; 720-972-8927; rob023439@adams12.org  
Westlake: Robin Skolnick; 720-972-5205; sko013097@adams12.org

High School

Horizon: Terra Paul; 720-972-4405; pau012158@adams12.org  
Legacy: Ruben Chacon; 720-972-6707; cha007456@adams12.org  
Mountain Range: Dillon Bohlender; 720-972-6305; boh008747@adams12.org  
Northglenn High: Sarah Collins; 720-972-4669; col011748@adams12.org  
Thornton High: Camile Carlson; 720-972-4807; car010833@adams12.org

Alternative Schools

Crossroads Middle: Alison Helfand; 720-972-5903; hel022422@adams12.org  
Independence Academy: Kendra Billen; 720-972-6563; bil026381@adams12.org  
Pathways Future Center: Mike Evans ; 720-972-8262; eva023164@adams12.org  
Vantage Point High: Alison Helfand; 720-972-5903; hel022422@adams12.org

CTE/Online

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Future Forward at Washington Square: Tessa Gargano; 720-972-2904; gar015968@adams12.org  
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## NONDISCRIMINATION INVESTIGATION GUIDE

This document is a guide for Designated Administrators to respond to complaints or reports of prohibited conduct under Policy 8400, Nondiscrimination. The investigator shall be considerate of the parties' lived experiences conduct the investigation in a culturally responsive manner. The District's Title IX/Nondiscrimination Coordinator may provide additional training and resources for investigators to facilitate this process.

### RECOGNIZE

- Notify law enforcement if a student poses a danger to the educational community or themselves. Document any mandatory report to law enforcement or the Department of Human Services on the form attached to District Policy 5540, Child Abuse and Neglect.
- Contact the mental health team at your school if a student is in crisis.
- Conduct a preliminary inquiry under Policy 8400.
  - Review definitions of prohibited conduct under Policy 8400.
  - Determine whether the alleged conduct may fall within Policy 8400 or another applicable policy. If Policy 8400 applies, it will supersede the applicability of any other policy except Policy 8410.
- Offer supportive measures.
  - Immediately implement any supportive measure necessary to maintain safety.
  - Discuss available supportive measures with the student and their parent/guardian.
  - Complete a supportive measures plan. Calendar a reminder near the agreed upon end date to follow up with the parent/guardian to either continue or close out the plan.
  - Share the completed supportive measures plan with the staff necessary to implement the plan and the Title IX/Nondiscrimination Coordinator.
- Submit a request to extract and save district security video/audio of the alleged behavior.

### RESPOND

#### Investigation:

- Review whether the Designated Administrator is the appropriate staff member to conduct the investigation. As needed, consult with the Title IX/Nondiscrimination Coordinator to make this decision.
- Communicate individually with the parent/guardian of the Complainant and Respondent. Provide written notice of the specific section of the policy allegedly violated and the conduct constituting the alleged violation. Remember the district's FERPA obligations when sharing information.
- Provide the parties with the same opportunity to have an advisor of their choice present.
- Conduct interviews of the parties and any witnesses, review any available relevant evidence, consider patterns of misconduct.
- Submit a written update to the parent/guardian of the Complainant and Respondent and to the Title IX/Nondiscrimination Coordinator at each stage of the investigation or every 15 days.

Findings:

- Make a finding of whether it is more likely than not that the Respondent violated this policy.
  - Consider the policy violation consistent only with the potential violation included in the written notice to the parent/guardian of the parties.
  - Consider whether:
    - Submission to the conduct or communication explicitly or implicitly made a term or condition of the individual's access to an educational service, opportunity, or benefit;
    - Submission to, objection to, or rejection of the conduct or communication is used or explicitly or implicitly threatened to be used as a basis for educational decisions affecting the individual; or
    - The conduct or communication has the purpose or effect of unreasonably interfering with the individual's access to their educational service, opportunity, or benefit or creating an intimidating, hostile, or offensive educational environment.
  - Consider the totality of the circumstances including, but not limited to:
    - The frequency of the conduct or communication, recognizing that a single incident may rise to the level of harassment or discrimination;
    - The number of individuals engaged in the conduct or communication;
    - The type or nature of the conduct or communication;
    - The duration of the conduct or communication;
    - The location where the conduct or communication occurred;
    - Whether the conduct or communication is threatening;
    - Whether any power differential exists between the individual alleged to have engaged in harassment or discrimination and the individual alleging the harassment or discrimination;
    - Any use of epithets, slurs, or other conduct or communication that is humiliating or degrading,
    - Whether the conduct or communication reflects stereotypes about an individual or group of individuals in a protected class; or
    - Whether the conduct includes an act of physical violence.

REPORT

- Enter the applicable discipline code in Infinite Campus if the investigation finds a student Respondent violated a district policy.
- Issue consequences and provide learning opportunities.
- Provide all documentation of the investigation to the Title IX/Nondiscrimination Coordinator.