

Nondiscrimination/Equal Opportunity

The Board of Education and the District are committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The District and the schools contained within are subject to all federal and state laws and constitutional provisions prohibiting discrimination and harassment on the basis of disability, race, creed, color, sex, sexual orientation, gender identity expression, national origin, religion (or lack thereof), marital status socioeconomic status, ancestry, or need for special education services.

Discrimination and harassment against employees and applicants for employment based on age and genetic information is also prohibited in accordance with state and/or federal law. In addition, the Board prohibits discrimination and harassment against all members of the school community (students, employees, and members of the public) on the basis of physical characteristics. Respect for the dignity and worth of each individual shall be paramount in the establishment of all policies by the district and in the administration of those policies by the district and in the administration of those policies by the administration.

In keeping with these statements, the following shall be objectives of this school district.

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in terms of human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.
3. To consider carefully, all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspect of all segments of society.
4. To utilize educational experiences to build each individual's pride in the community in which he or she lives.
5. To initiate a process of reviewing all policies and practices of this school district in order to achieve the objectives of this policy to the greatest extent possible.

The district shall issue a written notice prior to the beginning of each school year that advises students, parents, employees and the general public that the educational programs, activities and employment opportunities offered by the district are offered without regard to disability, race, creed, color, sex, sexual orientation, gender identity expression, national origin, religion (or lack thereof), marital status, socioeconomic status, military or veteran status, ancestry, need for special education services, or physical characteristics.

The notice shall be disseminated to persons with limited English language skills in the person's own language. It shall also be made available to persons who are visually or hearing impaired.

The notice shall appear on a continuing basis in all district media containing general information, including teachers' guides, school publications, recruitment materials, application forms, vacancy announcements, student handbooks, school program notices, summer program newsletters and annual letters to parents.

The aforementioned notices shall include the Name, Title, Address, and Telephone Number of the person(s) designated to coordinate Title IX, Section 504, ADA, and other nondiscrimination compliance activities.

Adopted by the Board: December, 2005
Revised by the Board: October, 2016
School District No. 1, Trinidad, Colorado
Trinidad School District #1

Nondiscrimination/Equal Opportunity

In compliance with Titles VI & VII of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination in Employment Act of 1967; The Americans with Disabilities Act and Colorado law, Trinidad School District #1 does not unlawfully discriminate on the basis of disability, race, creed, color, sex, sexual orientation, gender identity expression, national origin, religion (or lack thereof), marital status, socioeconomic status, military or veteran status, ancestry, need for special education services or physical characteristics in admissions, access to, treatment, or employment in educational programs or activities which it operates.

Grievance procedures for Title IX and Section 504 have been established for students, parents and employees. The following person(s) have been identified as the designated employee(s) to coordinate compliance activities for the district.

As referenced in Policy ACE-E, specific complaints of alleged discrimination under Section 504 or ADA (handicap/disability); and as referenced in Policy JBA-E, specific complaints of alleged discrimination under Title IX (sex) should be referred to:

William Cordova, Title IX Coordinator, 612 Park Street, (School Administration Bldg.)
Trinidad, Colorado, 719-846-3324.

Complaints may also be filed with the Office of Civil Rights, Denver Office, U.S. Department of Education, Region VIII, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, Colorado 80204-35082; Ph: 303-844-5695; Fax: 303-844-4303; Email: OCR.Denver@ed.gov

Adopted by the Board: May, 2010

Revised by the Board: August, 2014

Revised by the Board: October, 2016

SEXUAL HARASSMENT

(Grievance Procedure)

1. A staff member who believes he/she has been subject to sexual harassment will report the incident to the Superintendent, who shall be referred to the Civil Rights Compliance Officer. The Civil Rights Compliance Officer shall undertake an investigation of the matter.
2. Upon receiving a complaint, the Civil Rights Compliance Officer will confer with the staff member who has allegedly been harassed as soon as is reasonable possible, but in no event more than two (2) working days from the date of receipt of the complaint, in order to obtain a clear understanding of the basis of the complaint and to discuss what action the staff member is seeking.
3. At the initial meeting with the staff member, the Civil Rights Compliance Office will explain the avenues for informal and formal action and provide a description of the grievance procedure. The Civil Rights Compliance Officer will explain the whether or not the staff member files a formal grievance or otherwise requests action, the District is required by law to take steps to correct the harassment and to prevent recurring harassment or retaliation against anyone who makes a harassment report or participates in an investigation. The Civil Rights Compliance Officer will also explain to the staff member that any request for confidentiality will be honored so long as doing so does not preclude the school from responding effectively to the harassment and preventing future harassment.
4. Following the initial meeting with the staff member, the Civil Rights Compliance Officer will attempt to meet with the alleged harasser in order to obtain a response to the reported harassment. The Civil Rights Compliance Officer will conduct a thorough investigation, including additional interviews with the parties and interviews with witnesses, if available. The Civil Rights Compliance Officer will complete the investigation within fourteen (14) working days of the initial meeting with the staff member.
5. Within seven (7) working days of completing the investigation, the Civil Rights Compliance Officer will determine whether the matter should proceed formally or

informally. On the basis of the Civil Rights Compliance Officer's investigation and if the staff member requests that the matter be resolved in an informal manner and the Civil Rights Compliance Officer agrees the matter is suitable for such resolution, the Civil Rights Compliance Officer may attempt to resolve the matter informally through conciliation.

6. If the staff member requests a formal grievance process, the Civil Rights Compliance Officer will transfer the record to the Superintendent or his designee for formal resolution within seven (7) working days of completing the investigation, and so notifying the parties by certified mail.
7. After receiving the record made by the Civil Rights Compliance Officer, the Superintendent or his designee may gather additional evidence necessary to decide the case. Within fourteen (14) working days of receiving the record, the Superintendent or his designee will announce any sanctions or other action deemed appropriate, including recommendations to the Board for disciplinary or other action.
8. Whether or not a formal grievance was filed, the District will take all reasonable steps necessary to end the harassment, to prevent harassment from reoccurring and to prevent retaliation against anyone that reports sexual harassment or participates in a harassment investigation.
9. All parties will be notified by the Superintendent of the final outcome of the investigation and all steps taken by the District.
10. At any time, the staff member making a report of sexual harassment may request an end to the informal process and begin the formal grievance process.

Adopted by the Board: December, 2005

Revised by the Board: August, 2016

Anti-Sexual Harassment Statement

Trinidad School District # 1 is committed to the elimination and prevention of any and all acts of sexual harassment. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students or staff by other students, staff, Board members, school volunteers, parents, school visitors, service contractors/vendors or others engaged in district business.

Any student or staff member who believes they have been sexually harassed, is encouraged to report the harassment to the District so that the District can keep to its commitment to taking all reports seriously and conducting a prompt and thorough investigation. Incidents of sexual harassments should be reported to the Title IX Coordinator, William Cordova, Administrative Offices, 612 Park Street, Trinidad, Colorado 81082; (719-250-5713). Incidents can also be reported to the Superintendent's office at the same address. A special Sexual Harassment Complaint Form is available for reporting incidents of sexual harassment. Reports of sexual harassment can also be made to your building principal or other administrator, a teacher, a counselor, or school nurse. Any of these people will promptly notify the appropriate District official.

Any student or staff member who is sexually harassed shall be offered counseling and educational services. Any student or staff member who is found to have sexually harassed others will be disciplined, including, if circumstances warrant: suspension, expulsion, or termination of employment.

The Board of Education encourages all students, parents, and District staff to work together to prevent sexual harassment.

Adopted: August ____, 2016

NOTICE

Trinidad School District #1 (TSD#1) does not discriminate on the basis of disability, race, color, religion, gender, national origin, or age, in access to, employment in, or provision of any programs, benefits, or activities.

The following person has been designated to respond to all inquiries regarding this policy: Mr. William Cordova has been designated as this District's Civil Rights Compliance Officer. She may be contacted at 612 Park Street, Trinidad, CO 81082 at (719) 846-3324, during regular business hours.

SECTION 504/ADA/HARASSMENT/OTHER GRIEVANCE PROCEDURES

The Trinidad School District #1 does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its programs or activities. Any alleged discriminatory practices within the scope of Section 504, or the Americans with Disabilities Act, Harassment, or Other Issues should be addressed through the grievance procedure that follows:

The person who believes he/she has a valid basis for grievance under Section 504/ADA/Harassment/Other Issues shall contact the building administration. They will inform you of the proper procedures for filing your grievance.

NONDISCRIMINATION/EQUAL OPPORTUNITY

In compliance with Title VI and Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act and Colorado law, Trinidad School District #1 does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, marital status, disability or handicap in admission, access to, treatment, or employment in educational programs or activities which it operates.

Grievance procedures for Title IX and Section 504 have been established for students, parents and employees. The following person(s) have been identified as the designated employee(s) to coordinate compliance activities for the district.

As referenced in exhibit ACE-E, specific complaints of alleged discrimination under Section 504 or the ADA (handicap/disability) should be referred to: Mr. William Cordova, Civil Rights Compliance Officer for Trinidad School District #1, whose business address is 612 Park Street, Trinidad, CO, and who may be contacted by telephone at (719) 846-3324.

As referenced in exhibit JBA-E, specific complaints of alleged discrimination under Title IX (sex) should be referred to: Ms. Dorothy Stelitano, Civil Rights Compliance Officer for Trinidad School District #1, whose business address is 612 Park Street, Trinidad, CO, and who may be contacted by telephone at (719) 846-3324.

Complaints may also be filed with the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd. Suite 310, Denver, CO 80203.

SEXUAL DISCRIMINATION AND HARASSMENT

The District is committed to a learning and working environment that is free from sexual discrimination and harassment. It shall be a violation of policy for any member of the District staff to discriminate against another on the basis of sex or harass another staff member or student through conduct or communications of a sexual nature.

Sexual Harassment

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal "kidding", abuse or harassment
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual or demeaning implications
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body.

5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, employment status or similar personal concerns.

Grievance Procedures

All employees shall have a ready means of resolving any claim of sexual discrimination.

Grievance procedures for sexual harassment are set forth in GBAA-R. All other complaints regarding sexual discrimination shall be filed with the Civil Rights Compliance Officer Dorothy Stelitano for the District who may be contacted at the District Central Office located at 612 Park Street, Trinidad, Colorado, and by telephone at (719) 846-3324.

Filing of a grievance or otherwise reporting sexual discrimination or harassment shall not reflect upon the individual's status or affect future employment or work assignments. All matters involving sexual discrimination or harassment complaints shall be kept confidential to the extent possible.

Notice of Policy

Notice of this policy shall be circulated to all district schools and departments and incorporated in employee and student handbooks.

All district employees shall receive annual training related to recognizing and preventing sexual harassment and discrimination.

Adopted by the Board: March, 2000\

Revised by the Board: December, 2005

Revised by the Board:

Legal References: 42 U.S.C. s/s 2000 et seq. (Title VII of Civil Rights Act of 1964)

C.R. S. 24-34-401 et seq. (discrimination or unfair employment practices)

C.R. S. 22-34-301 et seq. (Colorado Civil Rights Division procedures)

Cross Reference

Administration policy: AC, nondiscrimination/Equal Opportunity

Board policy: EL -12, Staff Treatment



SCOTT MADER
SUPERINTENDENT

TRINIDAD SCHOOL DISTRICT #1

612 PARK ST
P.O. BOX 760
TRINIDAD, COLORADO 81082
OFFICE: 719-846-3324
FAX: 719-846-2957
www.tsd1.org

Trinidad School District #1

Civil Rights Discrimination Complaint Form

Please use this form to file a complaint with the Trinidad School District #1 for a complaint of sexual discrimination if you believe you are the victim of sexual discrimination.

Before completing this form please read all information contained in the enclosed packet

1. Name of person filing this complaint:

Last Name: _____ First Name: _____ Middle Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone: _____

2. Name of person discriminated against (if **other than person filing**). If the person discriminated against is age 18 or older, we will need that person's signature on this complaint form and the consent/release form before we can proceed with this complaint. If the person is a minor, and you do not have the legal authority to file a complaint on the student's behalf, the signature of the child's parent or legal guardian is required.

Last Name: _____ First Name: _____ Middle Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone: _____

3. The Trinidad School District #1 shall investigate your complaint in accordance with Policy GBAA, Sexual Harassment, adopted by the Board of Education.

All information shall be held confidential and upon completion of the investigation all information shall be submitted to the Superintendent.

Name(s) of individual(s) against whom this complaint is being filed: _____

Please describe in detail the discriminatory act(s) or events including date(s) and time(s) that such discriminatory act(s) occurred, the name(s) of each person involved, and why you believe that such action(s) or event(s) were discriminatory. Please also identify and other person(s) who may have been a witness or who may have knowledge about this complaint.

Please attach as many additional sheets of paper as necessary to completely describe the act(s) or event(s) of this event.

4. What would you like the Trinidad School District #1 to do as a result of your complaint – what remedy are you seeking?

5. For this complaint to be complete, the signature of the person making this complaint is required. Please understand that your complaint to the Civil Rights Compliance Officer shall be thoroughly and completely investigated and the results of such investigation shall be presented to the Superintendent of Schools for his consideration of succeeding action.

Please sign and date your complaint below.

(Signature)

(Date)

Please submit your signed complaint and any accompanying information in a sealed envelop to the Trinidad School District #1, Civil Rights Compliance Officer, 612 Park Street, P.O. Box 760, Trinidad, CO 81082.