

Title IX & Harassment Policies and Procedures

Nondiscrimination, reporting, and anti-bullying policy language for handbook, website, and campus posting.

1. Policy Language (for Handbook, Website, Annual Distribution)

Nondiscrimination Statement

The STEAD School does not discriminate on the basis of sex, race, color, national origin, ancestry, creed, religion, disability, sexual orientation, gender identity, gender expression, or any other protected class in its programs, activities, or employment practices.

In compliance with **Title IX of the Education Amendments of 1972** and **Colorado law (SB 23-296)**, The STEAD School prohibits discrimination and harassment, including sexual harassment, and ensures equal access to all educational programs and activities.

Title IX Coordinator

The STEAD School has designated a Title IX Coordinator to oversee compliance and respond to questions or complaints:

Jessie Boukarim, Title IX Coordinator

18251 Homestead Trail

Commerce City, CO 80022

Email: jboukarim@thesteadschool.org

Phone: 720-835-2995

Reporting and Complaint Procedures

- Reports of discrimination or harassment may be made **at any time** (including outside of school hours) by mail, email, or phone. In-person complaints may be made during normal business hours.
- Reports may be made by the person experiencing discrimination or harassment, or by a third party.
- The STEAD School will respond promptly, conduct an impartial investigation, and provide supportive measures as needed.

- Retaliation against any person who reports or participates in a complaint process is strictly prohibited.

The STEAD School's full Title IX and anti-discrimination grievance procedures are available in the Student & Family Handbook and on the school website.

2. Required Posting Notice (for Walls, Hallways, Classrooms)

Simple, compliant wall/poster text:

Notice of Nondiscrimination & Reporting Options

The STEAD School does not discriminate on the basis of sex, race, color, national origin, ancestry, creed, religion, disability, sexual orientation, gender identity, gender expression, or any other protected class. Harassment and discrimination are prohibited.

How to Report

Reports of discrimination or harassment can be made in any of the following ways:

- In writing (letter or form)
- In person
- By phone: 720-835-2995
- By email: jboukarim@thesteadschool.org

Title IX Coordinator & Contact

Jessie Boukarim

18251 Homestead Trail

Commerce City, CO 80022

Email: jboukarim@thesteadschool.org | Phone: 720-835-2995

Reports may be submitted **at any time, including outside school hours**. Retaliation for reporting is prohibited.

3. Draft Templates

A. Website Banner / Footer

Equal Opportunity Statement:

The STEAD School is committed to providing a safe, inclusive, and nondiscriminatory learning environment. For concerns related to discrimination, harassment, or Title IX, please contact Jessie Boukarim, Title IX Coordinator: jboukarim@thesteadschool.org | 720-835-2995.

B. Hallway Poster Design (Text + Layout Guidance)

Top Header (Bold, Large Font, with School Logo)

Harassment & Discrimination Are Not Tolerated at The STEAD School

Middle Section

- Call: 720-835-2995
- Email: jboukarim@thesteadschool.org
- Office: 18251 Homestead Trail, Commerce City, CO

Bottom Section

- Reports can be made in writing, in person, by phone, email, or online.
- Reports can be made **anytime**.
- Retaliation is prohibited.

C. Staff Room / Employee Handbook Quick-Reference Box

Title IX Quick Contact

Coordinator: Jessie Boukarim

Email: jboukarim@thesteadschool.org

Phone: 720-835-2995

Address: 18251 Homestead Trail, Commerce City, CO 80022

If an employee receives reports of discrimination or harassment from any member of the campus community (students, parents, staff, etc.), they are to immediately forward such reports to the Title IX Coordinator.

School Reporting & Investigation Flow

1. Report is Made

- A student, parent, staff member, or third party reports discrimination or harassment.

- Reports can be made:
 - To **any staff member** (who must forward it to the Title IX Coordinator).
 - Directly to **Jessie Boukarim, Title IX Coordinator**.
 - By phone, email, in writing, or through an online form (if available).
- Reports may be submitted **anytime, including outside school hours**.

2. Intake & Initial Response

- The Title IX Coordinator (or designee):
 - **Acknowledges receipt** of the report.
 - **Contacts the reporting party** (and/or the impacted person) promptly.
 - Explains available **supportive measures** (e.g., counseling, schedule adjustments, academic support, no-contact directives).
 - Provides a copy of the **nondiscrimination and grievance policy**.
 - Explains the **right to file a formal complaint** (if applicable under Title IX) or proceed with informal resolution if appropriate.

3. Supportive Measures Begin

- Supportive measures are **non-disciplinary and non-punitive**.
- Examples:
 - Adjusting class schedules.
 - Providing increased monitoring/supervision.
 - Ensuring counseling or support services.
 - Issuing no-contact orders.
- These measures are available **with or without** filing a formal complaint.

4. Investigation (if Formal Complaint Filed)

- The Coordinator assigns an **investigator** who:
 - Conducts **impartial fact-finding** (interviews, evidence collection).
 - Provides **written notice** to the respondent (accused person) of the allegations.
 - Ensures both parties have equal opportunity to present evidence.
- Both parties receive **regular updates**.
- Investigation is **prompt and thorough**, following timelines in policy.

5. Findings & Determination

- The investigator prepares a **written report** summarizing evidence.
- A decision-maker (not the investigator) reviews the evidence and issues a **determination**:
 - Whether a policy violation occurred.
 - Any remedies or disciplinary measures (if appropriate).

6. Resolution & Follow-Up

- Parties receive a **written outcome notice**.
- Supportive measures may continue regardless of outcome.
- Both parties are informed of their **appeal rights**.
- The school monitors to ensure **no retaliation** occurs.

The STEAD School Anti-Bullying Policy

Purpose

The STEAD School is committed to maintaining a safe, inclusive learning environment in which all students are treated with dignity and respect. Bullying of any kind is prohibited.

Definition of Bullying

Bullying means any written, verbal, electronic, or physical act that is intended to, or has the effect of:

- Harming another student physically, emotionally, or socially;
- Creating a hostile school environment; or
- Substantially disrupting the educational process.

Bullying includes but is not limited to physical aggression, verbal abuse, social exclusion, spreading rumors, intimidation, and cyberbullying.

Reporting

- Any student, parent, or staff member may report bullying.
- Reports may be made verbally, in writing, or using the STEAD School's **Bullying Reporting Form**.
- Reports may be submitted anonymously.

- Retaliation against anyone who reports bullying is strictly prohibited.

Response

- All reports will be reviewed promptly.
- The school will take appropriate steps to investigate and address confirmed bullying.
- Consequences may include restorative practices, disciplinary action, or other interventions consistent with school policies.
- Support services will be offered to students impacted by bullying.

Communication and Training

- This policy will be published annually in the Student & Family Handbook and posted on the school website.
- Staff will receive regular training on prevention and response.
- Students and families will be informed of how to report bullying at the beginning of each school year.

Staff Training Guidance: Title IX, Harassment, and Bullying

Training guidance for staff on differentiating between Title IX, harassment, and bullying:

Colorado Anti-Bullying Law (C.R.S. 22-32-109.1 & C.R.S. 22-93-101 et seq.)

- Colorado requires **all school districts and charter schools** to adopt a **written bullying prevention and education policy**.
- That policy must:
 - **Define bullying** (including cyberbullying).
 - Prohibit retaliation against anyone who reports bullying.
 - Include a **safe and confidential reporting process**.
 - Provide a **clear process for investigation and response**.
 - Ensure appropriate **disciplinary consequences**.
 - Include information about **support services** available to students.

Overlap with Harassment & Title IX

- Bullying that targets a student **because of a protected class** (e.g., race, sex, disability, religion, gender identity) is considered **harassment/discrimination** under state law and/or **Title IX**.
- That means:
 - If a student is bullied *because of their gender*, that's **Title IX**.
 - If bullied *because of race or disability*, that's **harassment under civil rights protections**.
- Bullying policies and nondiscrimination/harassment policies work **together**.