



Colorado School  
of Healing Arts

**CSHA Personal Safety,  
Anti-Discrimination/Anti-Harassment, Title IX  
and Violence Against Women Act (VAWA) Policy**

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# **Personal Safety/Risk Reduction Procedures**

**Important: In the event of suspicious or criminal activity, get to a safe place and promptly call 911!**

Personal safety and property security at CSHA is everyone's responsibility. The school urges all members of the community to participate in making the community as safe as possible. Please wear your nametag. When members of the community develop sensible security habits, they can assist the school in safeguarding personal safety, personal property and school property. Please check the bulletin board on the 2<sup>nd</sup> floor for information on personal safety and Violence Against Women Act (VAWA).

## ***If You Sense a Potential Threat:***

- Assess the situation and then take action. You will have to decide how immediate the threat is and how decisive your action should be.
- Move away from the potential threat. Join a group of (safe) people nearby.
- Go to a well-lit public place and call 911.
- If you believe the threat is imminent, yell, scream, or make a commotion any way you can. If your key-fob has a panic button, please use that as well.
- After you have avoided a potential threat, call 911.

## ***Possible Situations That Could Indicate a Potential Threat:***

- Unusual noises, such as gunshots, screaming and/or anything suggestive of foul play, danger or illegal activity. Get to a safe location and call 911 immediately.
- Open or broken doors/windows, which could signify a possible burglary in progress or the scene of a completed crime.
- Person(s) sitting in a parked car for an extended time.
- A vehicle driving slowly in the parking lot at night with its lights off.

## ***Walking Alone to School or on the School Campus/Parking Lot:***

- Walk purposefully, briskly, and keep moving. Stay alert to surroundings and trust your instincts.
- Avoid traveling the same route every day.
- Be mindful of your environment; limit phone viewing while walking.
- Have keys ready when approaching a locked door.
- If dropped off by a friend or taxi, ask the driver to wait until safely inside.
- Arrange a buddy system with someone you know to walk to and from the building.

## ***Safety in Your Car:***

- Have the car keys ready when approaching a vehicle and check to make sure no one is hiding inside. Lock your doors immediately, once inside the car.
- Park in a well-lit designated parking area.
- Keep all valuables, backpacks and book bags out of sight in the trunk of the vehicle.
- **ALWAYS LOCK YOUR CAR!**

## ***Safe Bystander Intervention:***

Take action only if you feel that it is safe to do based on the situation. Choose the best method to intervene based on the circumstances, including your own personal safety:

- Intervene directly. By intervening in the moment, bystanders may give the concerned person a chance to get to a safe place or leave a situation. Distract either party.
- Bring in someone else to help.
- Check in later.
- If you see someone else in imminent trouble, go to a safe location and call 911.

## **Safe Environment Creation and Sex Offense Prevention:**

CSHA is dedicated to creating a culture of safety and care as is required for Massage Therapy learning. This culture requires an understanding and ability to consistently demonstrate safety and care and is based on the **CSHA Code of Ethics, the CSHA Code of Conduct and the CSHA Education Objectives and Massage Industry Standards (see all in the CSHA Catalog).**

Because Massage Therapy training requires a level of care, respect, and ability to create safety above and beyond the absence of harassment/discrimination as outlined in this document, the school reserves the right to dismiss the student for inability to create safety and/or adhere to the CSHA Code of Conduct, CSHA Code of Ethics, and CSHA Educational Objectives and Massage Industry Standards.

## **What if my complaint is not Title IX, or VAWA related?**

If your concern is not a Title IX, VAWA or Discrimination complaint, please refer to the Complaint Procedure in the School's Catalog or the Employee Handbook.

- Student grievances or Employee grievances –
  - Student/Teacher or Student/Staff or Student/Student misunderstandings -see Student Policy and Procedures within the School's Catalog Handbook.
    - If the student's concern relates to a potential misunderstanding, it is the hope that both parties commit to immediate communication with the intent of resolution. If the student remains unsatisfied, the student or employee may provide a verbal or written complaint to the Education Department. The Education Department will review the complaint, talk to the relevant parties and provide a response. If still unsatisfied, a student may direct the complaint to the School Director.
  - Employee/Employee or Employee/Administration or Employee/Student misunderstandings. See employee handout.
    - If the employee's concern relates to a potential misunderstanding, it is the hope that both parties commit to immediate communication with the intent of resolution. If the employee remains unsatisfied, the employee may provide a verbal or written complaint to the School Director. The Director will review the complaint, talk to the relevant parties and provide a response.

## **Sex Offense Prevention Information:**

The Colorado School of Healing Arts is dedicated to creating a safe environment for all members of the CSHA community. To assist in this goal, CSHA dedicates a bulletin board on the second floor as the Sex Offense Prevention and Safety board with on-going campaigns and information.

CSHA discusses sexual assault prevention and safety issues specific to the massage therapy community throughout the classes in our Massage Therapy Program.

Please also see the Community Resources page in this document.

All Students are informed about campus security procedures and practices at the New Student Orientation.

## Timely Warning Notice Policy

In the event that the school is informed about a crime through local law enforcement that poses a **serious or ongoing** threat for the campus community within the campus or immediate surrounding area (Clery geography), CSHA will make every effort to issue a campus wide **timely warning**. The warning will be issued over the school PA system, by direct contact, by phone, by the CSHA Text Notification System, and/or by email.

## Emergency Notifications Policy

When there is confirmation of an **immediate** (on campus) threat to the health and safety of the campus community in the judgement of the Administration, CSHA will (make every effort) to issue an **emergency notification** to our students and employees over the school PA system and/or through direct contact and/or CSHA Group Text Notification System and/or by email and/or phone and/or local or social media. This notification will provide information on the nature of the emergency, what changes one needs to make as a result. Evacuation procedures if necessary and assurance that an all-clear will be sent when the emergency is over (if applicable). For weather related notices, the warning will be issued by direct contact, by local or social media, and/or the CSHA Text Notification System.

## Disclosure of Crime Statistics:

A crime is reported when it is brought to the attention of a school authority (any official who has the authority to institute corrective measures) or the local police by a victim, witness, third party or even the offender. Disclosure of crime reports must occur regardless of whether any of the individuals involved either in the crime itself, or in the reporting of the crime are associated with the institution. Alleged criminal incidents will be reported even if no investigation by the police or school authority occurs that could result in a finding of guilt or responsibility.

Please refer to the school's website for the Annual Security Report:

<https://cscha.net/policies/annual-security-report/>

## What is Title IX? What is VAWA? In brief:

**Title IX of the Education Amendments of 1972** is codified into law in 20 U.S.C. § 1681 and 30 C.F.R. Part 106. This law prohibits Sex-Based Discrimination and is comprised of

- Quid Pro Quo Harassment
- Clery/VAWA Crimes (Sexual Assault, Stalking, Dating Violence, and Domestic Violence), and
- Hostile Environment Harassment - unwelcome sex based conduct that, based on the totality of the circumstances is subjectively and objectively offensive and is so severe **or** pervasive that it limits or denies a person's ability to participate in or benefit from the education program.

**The Violence Against Women Reauthorization Act of 2013 (VAWA)** requires the School to provide a prompt and equitable procedure for resolving complaints of

- sexual violence,
- dating violence,
- domestic violence and
- stalking.

## **CSHA Title IX, Discrimination, Anti-Harassment Policy and Procedures**

It is the policy of the Colorado School of Healing Arts (CSHA) to maintain a learning environment that is free from discrimination or harassment because of an individual's race, sex, gender, sexual orientation, gender identity, gender expression, religion, age, color, creed, national or ethnic origin, physical, mental, or sensory disability, marital status, genetic information, and/or status as an honorably discharged veteran or member of the military.

CSHA will promptly investigate all complaints, verbal or written, of harassment, sex-based harassment, sex-based discrimination or sexual misconduct/violence, take appropriate action to protect individuals from further harassment, and, if it determines that unlawful harassment occurred, appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

CSHA is committed to support survivors of sexual misconduct, without sacrificing important safeguards to ensure a fair and transparent process and to providing a prompt, effective and unbiased resolution of allegations of discrimination and harassment. The Title IX Complaint policies are to be used for complaints of discrimination on the basis of sex as required by Title IX of the Education Amendments of 1972 (34 C.F.R. 106.8(b)).

Disability and Age Discrimination: These procedures are also to be used for complaints of discrimination on the basis of disability filed under Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. 104.7(b)), and on the basis of age filed under the Age Discrimination Act of 1975 (C.F.R. 110.25(b)).

As a member of the school community, you have the right to file complaints of discrimination and harassment. Complaint investigations will be conducted in a respectful, transparent and unbiased manner consistent with CSHA policies and procedures.

All members of the CSHA community are expected to comply with the terms and conditions of this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Disciplinary action, up to and including dismissal from the school with no opportunity for re-admission, will be taken against any student who is determined to be in violation of this policy.

### **Forms of Harassment**

Forms of harassment may include but are not limited to:

- Verbal: sexual innuendos, racial or sexual epithets, slurs, off-color jokes, propositions, threats or suggestive/insulting sounds.
- Non-Verbal: derogatory cartoons or drawings, suggestive photos, pictures, objects or gestures
- Physical: any unwanted physical contact (including touching outside the context of a supervised massage school setting), physical interference or assault
- Other: making threats or reprisals of any kind for any reason

What to do if you believe you have been a victim of harassment or discrimination:

- Do not remain silent. *Tell the harasser that you find their conduct offensive and unwelcome and that you want the conduct to stop immediately.*
- You may find it helpful to keep a log of all incidents detailing the date, time, place and all individuals involved including any witnesses to the incident.

Harassment of any type will not be tolerated. *If a student or employee becomes aware of any behavior that may constitute harassment, it is the responsibility of that person to report such conduct:*

- Students should notify the Assistant Director/Title IX Coordinator (Amy Chavez), or the Dean of Students (Cathy Lewis), or the Director of Education (Kris Will), the Director/VAWA Coordinator (Chris Smith).
- Employees should notify the Assistant Director/Title IX Coordinator, Amy Chavez.

### ***Sex-based Harassment (Title IX):***

Sex-based harassment does not refer to behavior or occasional compliments of a socially acceptable nature. Sex-based harassment refers to a behavior that is unwelcome, whether those involved are in a subordinate-supervisory relationship, faculty-student relationship, employee-student relationship, student-student relationship or employee-employee relationship. Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Unwelcome conduct: unwelcome sex based conduct is conduct that based on the totality of the circumstances is subjectively and objectively offensive and is so severe **or** pervasive that it limits or denies a person's ability to participate in or benefit from the education program or work place.
- Quid Pro Quo: An employee threatens or suggests, either directly or indirectly, that a student's refusal to submit to sexual advances will adversely affect the student's grades, progress, evaluations, advancement or any other aspect of academics.
- Sexual Assault: Sexual violence and physical assault of a sexual nature. See Reporting Sexual Assault / Crimes Policies and Procedures in this document. See also sexual assault definition under VAWA section.

Sex-based discrimination includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

Examples of conduct which may constitutes sex-based harassment include but are not limited to:

1. Unwanted, offensive, and/or uninvited comments about another's physical appearance, sexual characteristics, gender identity, gender expression, sexual orientation, and/or pregnancy or related conditions.
2. Sexual advances.
3. Graffiti or displays of images of a sexual nature.
4. Sexual or "dirty" jokes. Sexual gestures.
5. Persistent attempts to change a professional relationship into an amorous relationship.
6. Touching one's own self sexually or talking about one's sexual activity in front of others.
7. Spreading rumors about or rating others as to sexual activity or performance.
8. Other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational or work status or implied or overt promises of preferential treatment.
9. Videotaping or photographing someone without their consent.
10. Unwelcome, unnecessary, sexually motivated or inappropriate patting, pinching or physical contact whether the person is of the same sex or the opposite sex.
11. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a consoling hug or demonstration of massage techniques, correction of body mechanics and massage exchanges.
12. Physical assault; Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another. (See Sexual Assault section below).
13. Acts of voyeurism or deliberate attempts to invade another's privacy.
14. Any of the above carried out via internet, social media or other forms of correspondence.

**Note:** Students, teachers, faculty, and others should enjoy free speech and academic freedom protections even when speech or expression is *accidentally* offensive. As a massage school, we understand that creating professional



therapeutic relationships, with trust and safety is a learned skill and intention that requires a larger commitment to caring, gentle, non-offensive speech, interactions and behaviors.

### **Hate Crimes:**

Hate crimes are defined as a bias, bullying, harassment, verbal abuse or violent act that occurs when a perpetrator targets a victim because of membership or affiliation in a certain group. Such groups may include, but are not limited to ethnicity, gender identity, gender expression, nationality, physical, mental or sensory disability, religion, sexual orientation and/or status as a veteran or member of the military. While discrimination based on these factors may be distinguished from sexual harassment, this type of conduct may contribute to the creation of a hostile work or academic environment.

### **Gender Identity, Gender Expression, or Sexual Orientation Discrimination:**

Harassment that is based on gender, gender identity, gender expression, sex or gender stereotyping, sexual characteristics or sexual orientation is prohibited. This type of discrimination may contribute to the creation of a hostile work or academic environment.

### **Pregnancy –Related Discrimination:**

Discrimination based on pregnancy, childbirth, termination of pregnancy, lactation or medication conditions of recovery related to these conditions is prohibited. If a student discloses a pregnancy or related condition to an employee, the employee must provide the student with the Title IX coordinator’s contact information and/or Dean of Students contact information so that the student can coordinate reasonable modifications to preserve their equal access to CSHA’s education program. (Reasonable modifications are those that do not fundamentally alter the nature of the education program.) Students with pregnancy-related conditions have the right to access voluntary leaves of absence with the student reinstated to the academic status they held before the leave began. Students also have the right to access a lactation space which (cannot be a bathroom and must be clean, shielded from view and free from intrusion by others. Similar rights are provided to employees.

## **CSHA Violence Against Women Act (VAWA) Policy**

### **Summary Statement:**

Everyone at the Colorado School of Healing Arts has the right to feel respected and safe. Colorado School of Healing Arts wishes to provide a school environment that is safe, conducive to learning and free from violence, harassment, exploitation, or intimidation.

CSHA prohibits sexual violence. Such behavior violates both the law and the CSHA Student and Employee Code of Conduct. The school will respond promptly and efficiently to reports of sexual violence and will take appropriate action to prevent, to correct, and when necessary, discipline behavior that constitutes sexual violence, or otherwise violates the Violence Against Women Act (herein referred to as the “VAWA Policy”).

This policy in its entirety, provides a written explanation of available rights and options, including procedures to follow, when the school receives a report that a student or employee has been a victim of sexual assault/violence, domestic violence, dating violence, or stalking, whether the offense occurred on or off the school property or in connection with any school sponsored event.

### **Scope of Policy:**

This VAWA policy applies to all CSHA students and employees.

## **Prohibited Acts and Definitions:**

In compliance with the Violence Against Women Act (VAWA), the VAWA Policy prohibits sexual violence, domestic violence, dating violence, stalking as defined below:

- **Sexual Violence** is defined as physical, sexual acts without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion, domestic violence, dating violence and stalking.
- **Domestic Violence** is defined as any felony or misdemeanor crime committed by a current or former spouse of the victim; person the victim has a child with; an individual who cohabitates, or has lived with the victim as a spouse, or a person similarly situated to a spouse; and any other person committing an act against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Dating Violence** is defined as violence committed by a person who has been in a social relationship of a romantic or intimate nature with the victim (based on the length and type of relationship and frequency of interaction).
- **Stalking** is defined as engaging in conduct directed at a specific person that would cause a reasonable person to (a) fear for their safety or the safety of others; or (b) suffer substantial emotional distress.
- **Consent is informed.** Consent is an affirmative, unambiguous and conscious decision by each participant to engage in mutually agreed-upon sexual activity. Consent is *voluntary*. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to exercising free will. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous social or sexual relationship, by itself, is not sufficient to constitute consent. Consent must be on going and may be revoked at any time. Once consent is withdrawn, the activity must stop immediately. Consent cannot be given when the person is *incapacitated* or coming in and out of consciousness, under the threat of violence, bodily injury, or other forms of coercion.
- **Incapacitation** is defined as the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Where drugs or alcohol are involved, incapacitation is defined with consideration to how the substance consumed affects a person's decision making capacity, awareness of consequences, and ability to make fully informed judgments. Being intoxicated by drugs or alcohol does not diminish one's responsibility to obtain consent.

## **Reporting Sexual Assault/Criminal Offense Policy and Procedures**

- In the event of a sexual offense /criminal offense, students are encouraged to contact 911 immediately and then contact either the Dean of Students, School Director, Director of Education, or Assistant Director or other available school authority.
  - Students may request assistance from the CSHA in calling 911.

- Students may decline to notify 911 and will continue to receive support from CSHA.

## **Reporting Sexual Assault/Criminal Offense Policy and Procedure continued:**

### ***Preserving Evidence:***

It is important to preserve evidence of any offense – it may be necessary proof to obtain a protection order or to prosecute the offender.

- **Sexual Assault: To preserve evidence after a sexual assault**, individuals should seek a medical examination and evidence collection at a hospital or medical facility immediately. Forensic evidence collection is best done within 72 hours of the assault and ideally collected immediately following the assault. A Sexual Assault Forensic Examination (SAFE) can preserve evidence for up to 96 hours (4 days) after an assault.
  - To preserve evidence in the case of sexual assault, it is recommended that you do not shower or bathe, wash your hands, use the toilet, douche, eat, drink, smoke, brush your teeth, change clothing, or wash clothing or bedding before a medical exam. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care.
  - If you wish to make a report to the police, or if you wish to have evidence collected so you can make this decision later, you may seek services by calling the local police dispatch number or request evidence collection at a medical facility.
  - It is preferred that a police department or medical facility facilitates the collection of forensic evidence. However, if you are not sure if you would like to report to the police or if it has been longer than 72 hours after the assault, you may wish to gather all clothing and bedding that may be used for evidence and place them into a clean paper bag or clean sheet. Items should be stored at room temperature that will not damage evidence.
- **Dating or Domestic Violence:** In the case of dating violence and domestic violence, the resource you choose to report the crime to (a doctor, the police, an advocate, etc.) may recommend ways to preserve evidence such as logging incidents, photographing injuries, seeking medical care, etc.
- **Stalking:** Stalking is demonstrated through a pattern of unwanted contact. Documenting stalking can include logging unwanted contact, saving and photographing unwanted text messages, emails, letters and gifts and storing them in a secure location.

### ***Counseling:***

If an individual wishes to find counseling services for victims of sexual assault, contact the Dean of Students, Director of Education, School Director/VAWA coordinator. For a listing of resources, please see the Community Resource section in this document.

### ***Support:***

If a victim of sexual assault is in need of a change in class or schedule due to the assault, a request should be made by the complainant to the Dean of Students or Director of Education. Every effort will be made to accommodate this request. The student will be notified of the options.

## **Reporting VAWA, Title IX violations at CSHA:**

Reports of conduct that may constitute a violation of VAWA, Title IX, Discrimination, Harassment or Hate crimes may be made to either the

- Director/VAWA Coordinator (Chris Smith),
- Assistant Director/Title IX coordinator (Amy Chavez),
- Dean of Students (Cathy Lewis),
- Director of Education (Kris Will),
- CSHA Instructors/Staff - Reporting to CSHA Instructors/Staff will require them to report to the School Directors.

Reports can be at any time after the incident. Delaying a report may impede the school's ability to conduct an investigation and/or to take appropriate remedial actions.

Please be advised that conversations with fellow students, friends or outside confidential sources are not VAWA or Title IX reporting and will additionally require you to speak with School administration, instructors and/or the VAWA or Title IX coordinators listed in this policy.

See confidentiality section in this document.

## **Filing a Complaint for Title IX, VAWA, Discrimination, Harassment, Hate Crimes:**

To file a complaint:

VAWA Coordinator/ Director – Chris Smith, 303-986-2320, ext. 27 [chris@cscha.net](mailto:chris@cscha.net)  
Title IX Coordinator/ Assistant Director – Amy Chavez, 303-986-2320, ext. 24 [amy@cscha.net](mailto:amy@cscha.net)  
Director of Education – Kris Will 303-329-6026 (cell) [kris@cscha.net](mailto:kris@cscha.net)  
Dean of Students – Cathy Lewis, 303-986-2320, ext. 28 [cathy@cscha.net](mailto:cathy@cscha.net)

### **Time Line for Title IX, VAWA complaint process:** *(for complainant and respondent):*

- Complainant – someone who reports they are a victim of Title IX or VAWA violations.
- Respondent – someone who is reported to have engaged in Title IX or VAWA violations.
- CSHA will acknowledge receipt of the complaint in writing to the complainant and the respondent within **(3) three business days**.
- The investigation part of the process will be completed **within thirty (30) business days** from the date of the written acknowledgment of receipt of the complaint unless circumstances demand that an extension be granted by the Director/VAWA Coordinator or the Assistant Director/Title IX Coordinator. Both parties will be informed of any extension.
- The school will issue a written statement of the findings of the investigation to both the complainant and the respondent **within fourteen (14) business days of the completion of the investigation/hearing**. The Findings Statement will be sent to the Complainant and Respondent via certified mail with return receipt through the U.S. Postal System.
- Appeals of investigation outcomes/decisions may be submitted **within five (5) business days** after date of written receipt of the decision.

### **Investigation Process for a Title IX or VAWA complaint involving CSHA students:**

- CSHA will provide an equally prompt, transparent and unbiased investigation to both the **complainant** (*individual who is alleged to be the victim*) and the **respondent** (*an individual who has been reported to be the alleged perpetrator*).
- CSHA will acknowledge receipt of the complaint in writing within (3) three business days.
- The investigation process will be completed within thirty (30) business days from the date of the written acknowledgment of receipt of the complaint unless circumstances demand that an extension be granted by the Director/VAWA Coordinator, the Director of Education or the Assistant Director/Title IX Coordinator.
- The investigation will be conducted by a CSHA administrator(s) with no conflict of interest, or bias who has received annual training on Title IX and VAWA complaint process.
- The investigation provides a process that enables the decision maker(s) to question parties and witnesses to gather evidence and adequately assess their credibility (if in dispute and relevant).
  - During the investigation, the school will objectively gather any and all evidence, review all school policies, speak with faculty, staff and/or students and respond to the initial complainant and the respondent.
  - Any relevant (non privileged) evidence gathered will be available to either party.
  - Sufficient information about the allegation will be provided to the respondent to allow the respondent to respond to the allegations (identifying the parties involved, conduct alleged, dates and location of alleged evidence). The respondent is presumed not responsible until evidence shows the respondent was in violation of Title IX or VAWA.
  - During the investigation, the decision-maker and/or investigator (CSHA) will record meetings at which questions are posed to the complainant or respondent or witnesses (individually). The recording or transcriptions will be provided to the complainant or respondent for the purpose of allowing the parties to propose follow up questions. The investigator (CSHA) will ask the follow up questions to the parties involved (individually) in additional recorded meetings.
  - Both the complainant and respondent have equal opportunities for an advisor of their choice to be present at any meeting or interview
  - Decisions will be made based on Preponderance of Evidence Standard. (What is more likely than not to have happened. Of the evidence presented by the complainant, respondent and witnesses, which is more credible and convincing or shows that the fact to be proven is more probable than not.)
  - Investigations and hearings will follow the requirements in Title IX and VAWA rules.

### ***Decision (Findings) and Response:***

- The school will issue a written statement of the findings of the investigation within fourteen (14) days of the completion of the investigation. The Findings Statement will be sent to the Complainant and Respondent via certified mail with return receipt through the U.S. Postal System.
  - The Findings Statement will include a determination as to whether any Title IX or VAWA violations took place and will include any supportive measures for the complainant and any appropriate remedy or disciplinary actions for the respondent up to and including dismissal from the school. Disciplinary actions shall be determined on a case-by-case basis.
    - Supportive Measures: Students/employees have the right to request these protective measures, if they can be reasonably accommodated, regardless if notification to law enforcement has been made or if the investigation/hearing outcome has yet to be determined. Possible supportive measures that may be requested by the complainant: change

of schedule, leave of absence (LOA), withdrawal with ability to return without penalties, no contact orders for the respondent.

Decision/Findings and Response continued:

- Disciplinary Actions for Students: Possible remedies/disciplinary actions for student respondent: probation, interim measures (suspension, leave of absence no contact orders, altered schedule, or any measures the school deems necessary to protect the safety of the CSHA community) or dismissal with or without ability to reapply.
- Disciplinary actions for employees: Possible remedies/disciplinary actions for employees for violations of Title IX or VAWA Policy: Disciplinary action may include, but is not limited to probation, paid/unpaid suspension from work, altered work schedule, training or counseling specific to the offense or termination with or without the opportunity to re-apply for future employment.
- The final decision for any disciplinary action taken will be made by the Director/VAWA Coordinator, and/or Assistant Director/Title IX Coordinator, and/or the Director of Education and/or their designee.

#### ***Appeals of investigation/hearing outcomes/decisions***

- Appeals of investigation/hearing outcomes/decisions may be submitted within five (5) business days after date of written receipt of the decision. Granting an appeal will be based on the ability to demonstrate any procedural irregularities, new evidence or conflicts of interest.

#### ***Informal Resolution:***

- If both parties agree, an Informal Resolution is always an option for complainant and respondent.
- Participation in an informal resolution is strictly voluntary for complainant and respondent.
- An informal resolution would mean that both parties choose to forgo an investigation and decision by the school and choose to resolve the complaint by agreeing on and committing to following one or more of the following supportive/disciplinary measures:
  - Probation.
  - Change of classroom or schedule.
  - No contact agreements.
  - Regular check-in meetings with designated CSHA administrator.
  - Leave of Absence (LOA).
  - Compliance with additional training.
  - Compliance with additional counseling (off campus, out of pocket).
  - Other - as agreed upon by all parties and CSHA.

#### ***Dismissing of a Complaint:***

- CSHA may dismiss a complaint for the following reasons:
  - CSHA is unable to identify the respondent after taking reasonable steps to do so.
  - The respondent is not participating in CSHA's education program/classes or is not employed by CSHA.
  - The complainant voluntarily withdraws the complaint and the Title IX Coordinator determines that without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint if any, would not constitute Title IX or VAWA violations even if proven.
  - CSHA determines the conduct alleged in the complaint, even if proven, would not constitute Title IX or VAWA violations.

***Retaliation:***

CSHA strictly prohibits, and will not tolerate, reprisals against any individual due to the participation in this process. A claim of retaliation shall be treated as a separate allegation of discrimination. The Colorado School of Healing Arts prohibits retaliation against a person who reports any form of discrimination, act of violence or harassment as defined in the school’s Title IX or VAWA Policy. Additionally, retaliation is strictly prohibited against someone who assists another person with a complaint or a person who participates in the investigation and/or resolution of a complaint. Retaliation includes, but is not limited to threats, intimidation, and/or adverse actions related to employment or education.

***Confidentiality***

The Colorado School of Healing Arts shall protect the privacy of individuals involved in a report of any Title IX or VAWA violations in accordance with the Title IX rules, the VAWA rules and the Family Educational Rights to Privacy Act (FERPA), Colorado Law and CSHA policies. Both complainant and respondent have the right to full transparency during the investigation of the complaint.

A report of violations such as these may result in the gathering of extremely sensitive information about individuals in the school community. While such information is considered confidential, the school’s obligations in accordance with FERPA may require CSHA to release personal information to appropriate officials due to a subpoena or judicial order. FERPA also permits disclosure to the complainant the final results of a disciplinary proceeding against the respondent, regardless of whether or not the school determined that a violation was committed.

Information regarding disciplinary action taken against the respondent shall not be disclosed except to the complainant without the respondent’s consent, unless permitted by law, or unless it is necessary to ensure compliance with the safety of individuals.

***Counseling:***

For support in locating counseling services, contact the Dean of Students, Director of Education, School Director/VAWA coordinator. For a listing of resources, please see the Community Resource section in this document.

***Support:***

If the complainant is in need of a change in class or schedule due to the circumstances of a complaint, a request should be made to the Dean of Students or Director of Education. Every effort will be made to accommodate this request. The student will be notified of the options.

## **Community Resources - Domestic Violence / Sexual Assault**

### **24-Hour Domestic Violence, Crisis Lines, and Shelters**

**National Domestic Violence Hotline:** 1-800-799-7233 <http://www.thehotline.org> “Operating around the clock, seven days a week, confidential and free of cost, the National Domestic Violence Hotline provides lifesaving tools and immediate support to enable victims to find safety and live lives free of abuse.” Also has chat and text options.

Visit the following website to learn what is considered abuse and how to create a personalized safety plan: <http://www.loveisrespect.org>.

**Colorado Crisis Services** <https://coloradocrisiservices.org/> 1-844-493-8255 Crisis Hotline  
Also has online and walk in locations. Call, text or walk-in they provide 24/7 free confidential and immediate support for whatever crisis you may be going through.

**The Center for Trauma & Resilience** (303) 860-0660 (Admin) [www.traumahealth.org](http://www.traumahealth.org)

24-Hour Hotlines: English(303) 894-8000

Espanol (303) 718-8289

Use 711 Relay Colorado for the Hearing Impaired to access our hotlines.

Formerly known as the Denver Center for Crime Victims, “The Center for Trauma & Resilience provides culturally and linguistically responsive programs, health promotion and crime prevention education.” Services include 24-Hour crisis lines (English, Spanish and TDD), crisis intervention, assistance and advocacy, referrals, short-term counseling, education and training, and support groups.

**Denver Affordable Counseling in Lakewood, CO** [Denveraffordablecounseling.com](http://denveraffordablecounseling.com)

Offers in-person and online counseling for individuals, couples and families at affordable rates. May be covered by insurance or may offer a sliding scale. “...a safe and inclusive space for all.”

**Family Tree, Inc.- Domestic Violence Services for Denver, CO and the Surrounding Areas**

<https://www.thefamilytree.org/domestic-violence-services>

24-hour Domestic Violence Hotline: (303) 420-6752

Homelessness Helpline: (303) 467-2604 3805 Marshall Street, Wheat Ridge, CO 80033

Family Tree is a non-profit human services agency providing innovative, life-changing services designed to end child abuse, domestic violence and homelessness.

**The Blue Bench – Ending Sexual Assault Through Education and Care**

**24 Hour Crisis Hotline** (303) 322-RAPE (7273) or (Espanol) (303) 329-0031

[www.thebluebench.org](http://www.thebluebench.org)

Provides a 24-hour crisis intervention counseling, counseling services and referrals, prevention education, programs for special populations, and self-defense instruction.

**RAINN (Rape, Abuse & Incest National Network)**

(800) 656-HOPE (4673) – 24/7 National Sexual Assault Hotline (English and Spanish).

Online hotline: <https://ohl.rainn.org/online> Anti-sexual assault organization that provides a 24-hour phone or online hotline with programs to prevent sexual violence helps victims. Also offers chat.

**WINGS Foundation, Inc.**

(303) 238-8660 or 888-505-4325 (HEAL) [www.wingsfound.org/](http://www.wingsfound.org/)

Wings is building systems of support for adult survivors, combining in-depth health expertise with the healing power of community.