



WESTERN
COLORADO UNIVERSITY

CENTER FOR CIVIL RIGHTS

PREGNANT AND PARENTING
Service Manual

Restorative Justice and Title IX Office

Western Colorado University

1 Western Way, Gunnison, CO

L: Leslie J. Savage Library, 122

P: 970-943-2122

E: civilrightsrtix@western.edu

Table of Contents

Rationale	3
Purpose	3
Services	3
Supportive Measures	3
Campus Resources	3
Community Resources	4
Request Process	5
Referral Process.....	5
Complaint.....	6
Complaint Process.....	6
Satisfaction Surveys.....	7
References.....	8
Appendix A.....	9
Appendix B.....	11

Rationale

While Title IX and Board Policy 3.5 provide protections for pregnant and parenting students, many of those students still struggle to locate and utilize the services that campus provides. Additionally, campus employees may not be aware of the services available to students regarding pregnancy and parenting supports. Finally, campus practices may require adaptations to serve pregnant and parenting students, but campus authorities may be unsure how Title IX protections apply to traditional classroom settings and campus services. This manual was created to meet these challenges.

Purpose

The purpose of this manual is to assist students and employees with understanding expectations regarding Title IX policy for protecting pregnant and parenting students' rights (Department of Education, 2020). It provides guidance regarding campus procedures to ensure that pregnant and parenting students receive an equitable educational opportunity and are successful in their parenting and student journeys.

Services

The Restorative Justice and Title IX Office works to serve pregnant and parenting students by connecting them to supportive measures, campus resources and community resources (Western Colorado University, 2022). Additionally, the office reviews complaints and incidents reported regarding infringement on the protections of pregnant and parenting student rights.

Supportive Measures

Supportive measures include but are not limited to:

- Adjustments or extensions of course deadlines
- Alterations to course delivery
- Leaves of absence
- Modifications to course work and class schedules
- Protection for students' standing until and upon their return

Campus Resources

Communal Study Spaces

Each of these spaces offers room for parents to watch and/or entertain their children while they focus on course work.

Family Study Room	1st floor of the library (geared toward families with young children)
Mural Room	1st floor of the library (open floor plan with comfortable furniture and room for games or activities for older children)
Women's Study Lounge	1 st floor of the library (television w/ DVD access and comfortable furniture)

Food/Financial Support

Supports may range from emergency funds to food pantry access.

Campus Food Pantry	Contents are available to students and their families
Emergency Funding	Contact the Division of Student Affairs (970.943.2232) for more information
Free Cycle	Housed in Ute Hall, free pre-owned items from clothes to home goods, available to all students

Emotional and Medical Health Support

Emotional and medical support services are provided to pregnant and parenting student through partnership with the local medical and emotional off campus services.

<u>University Counseling Center</u> Crystal Hall 104 P: 970.648.7128 M – F 8:00 AM – 5:00 PM PM After-hours Emergency P: (970) 252-6220
<u>Campus Medical Clinic</u> Tomichi Hall 104 P: (970) 943-2707 M – F 9:30 AM – 3:30 PM
<u>TimelyCare Virtual Counseling Services and Tools</u> Virtual App for your phone

Community Resources

Food/Financial Support

Supports may range from emergency funds to utilities support.

<u>Gunnison Community Food Shelf</u> Gunnison Country Food Pantry P: (970) 641-4156 www.gunnisoncountryfoodpantry.org
<u>Gunnison Public Assistance</u> Additional information on programs for Medical Assistance, Food Assistance, utilities Assistance can be found here. https://www.gunnisoncounty.org/882/Public-Assistance
<u>Gunnison Health and Human Services</u> 220 N Spruce Street P: (970) 641-3244

Emotional and Physical Health Support

<u>Center for Mental Health</u> 710 N. Taylor Street P: (970) 641-0229 https://gunnisonhelp.com/item/center-for-mental-health/	<u>Gunnison Valley Health</u> 711 North Taylor Street P: (970) 641-1456
<u>Gunnison Health and Human Services</u> 220 N Spruce Street P: (970) 641-3244	<u>Gunnison Valley RTA Bussing</u> http://www.gunnisonvalleyrta.com/
<u>Safe Ride Gunnison</u> Free rides Wednesday, Friday, and Saturday Nights 8:00pm-2:00am P: 970-209-7433 ("no questions asked" – not restricted to alcohol use)	

Request Process

The request process is to ensure that students have clarity for requesting services through the Restorative Justice and Title IX Office. The complete process will take between 24 and 48 hours to complete, typically.

- Step 1:** Review request for supportive measures
- Step 2:** Validation of request
- Step 3:** Release of *Rights and Receipt of Request for Supportive Measures*
- Step 4:** Intake
- Step 5:** Confirmation of Supportive Measures Plan
- Step 6:** Supportive Measures Plan enacted

Referral Process

The referral process allows individuals to begin requesting services on behalf of students through the Restorative Justice and Title IX Office. The complete process will take between 24 and 48 hours to complete, typically.

- Step 1:** Referral review
- Step 2:** Validation of referral
- Step 3:** Release of *Rights and Receipt of Request for Supportive Measures*
- Step 4:** Intake

Step 5: Confirmation of Supportive Measures Plan

Step 6: Release of Supportive Measures Plan to appropriate on campus or off campus department

Step 7: Supportive Measures Plan enacted

Complaint

The term complaint means a written or oral allegation of violation of policy (Western Colorado University, 2022). Complaints apply when a student is being denied accommodation related to needs as a pregnant or parenting student. These accommodations may include but are not limited to: time off from student employment, time off from classes, leaves of absence, modifications to course delivery, deadlines, and schedules.

Complaint Process

The complaint process is comprehensive, including 14 steps from initial report to closure of the complaint. This process is to ensure that students have clarity for requesting support through the Restorative Justice and Title IX Office. The process below is a typical process; however, each case is unique and may differ slightly.

Step 1: Discrimination complaint reviewed

Step 2: Determine if potential violation of Title IX and Board Policy 3.5 exists

Step 3: Release of *Receipt of Report and Complainant's Rights*

Step 4: Intake

Step 5: Conduct relevant interviews

Step 6: Dismissal or referral of complaint (Complaint was determined to be outside of

scope) **Step 7:** Declaration of Formal Complaint (Complaint was determined to be inside of

scope) **Step 8:** Appointment of Process Advisor

Step 9: Selection of Investigator

Step 10: Investigative Report review

Step 11: Investigative Report released to Decision Maker

Step 12: Decision process

Step 13: Final decision [Appeal]

Step 14: Final decision [Case Closed]

Satisfaction Surveys

Satisfaction Surveys are sent out after supportive measures are provided or Request, Referral or Complaint processes have been followed. Surveys provide opportunities for feedback and allow this office to gain additional knowledge about student satisfaction and potential for service improvements.

References

Education Amendments Act of 1972, 20 U.S.C. §§1681 - 1688.

Office for Civil Rights, Department of Education. (2020, January 10). Know your rights: Pregnant or parenting? Title IX protects you from discrimination at school [Pamphlet]. <https://www2.ed.gov/about/offices/list/ocr/docs/dcl-know-rights-201306-title-ix.html>

Office for Civil Rights, Department of Education. (2020, May 19). Nondiscrimination on the basis of sex in education programs or activities receiving federal financial assistance. *Federal Register*, 85(97), 30026-30579. <https://www.govinfo.gov/content/pkg/FR-2020-05-19/pdf/2020-10512.pdf>

Office for Civil Rights, Department of Education. (2021). *Questions and answers on the Title IX regulations on sexual harassment* [Pamphlet]. <https://www2.ed.gov/about/offices/list/ocr/docs/202107-qa-titleix.pdf>

Western Colorado University. (2022). *Trustee policy manual*. https://western.edu/wp-content/uploads/2023/9/23.5.5-Trustee-Policy-Manual_FINAL.pdf

Western Colorado University. (2023). *Student handbook 2023-2024*. https://western.edu/wp-content/uploads/2023/08/FINAL_Student_Handbook_2023-24_Accessible.pdf

Appendix A

Title IX Pregnant/Parenting Services Request

Form Email Request to civilrightsrtix@western.edu

Date of Request: [Submission Date]

Requester: [Name]

"Wishes to remain anonymous"

Requester Affiliation:

Student

Student Athlete

Student Employee

Employee

Third Party (e.g., non-campus party, visitor, contractor)

Board of Trustee

Other _____

Pregnant/Parenting Student: [Name]

Pronouns:

Ella/She/Her, Elles/Ellos/They/Them, El/He/Him, Other, "Does not wish to disclose"

Affiliation:

Student, Student Athlete, Student Employee, Other _____

Action Requested:

Extended Leave Time

Change in Course (e.g., Deadlines, Delivery)

Assistance in Change in Student-Athlete Status

Referral to Campus Resources

Referral to Community Resources

Other _____

N/A

Request Details:

[Enter details of request.]

Title IX Pregnant/Parenting Services Request Form

Office Use:

Case Number: ###

Scope of Policy Met (Y/N): Yes No N/A

Student's Identity Disclosed: Full Partial No Disclosure

Request to Remain Anonymous (Y/N): Yes No N/A

Supportive Measures Requested (Y/N): Yes No N/A

Attempts to Contact: First Second Third/Final

Status: Closed Open Pending Referred

Referral (if selected): CARE Report Conduct Report Human Resources Other _____

Notes:

[Enter details of request.]

Appendix B

Title IX Sexual Misconduct Reporting Form

Email Request to civilrightsrtix@western.edu

Date of Report: [Submission Date]

Reporter: [Name]

"Wishes to remain anonymous"

Reporter Affiliation:

Student

Student Athlete

Student Employee

Employee

Third Party (e.g., non-campus party, visitor, contractor)

Board of Trustee

Other _____

Alleged Policy Violation (See Policy for Definition):

Dating Violence (Board Policy 3.5)

Domestic Violence (Board Policy 3.5)

Fondling (Board Policy 3.5)

Hostile Environment (Board Policy 3.5)

Quid Pro Quo (Board Policy 3.5)

Quid Pro Quo Equivalent by Student (Student Handbook)

Retaliation (Board Policy 3.5)

Sexual Assault (Board Policy 3.5)

Sexual Exploitation (Student Handbook)

Sexual Harassment (Board Policy 3.5)

Stalking (Board Policy 3.5)

N/A

Complainant: [Name]

"Wishes to remain anonymous"

Pronouns:

Ella/She/Her, Elles/Ellos/They/Them, El/He/Him, Other, "Does not wish to disclose"

Affiliation:

Student Student Athlete Student Employee Other _____

Incident Location:

On-campus [List Buildings/Locations] _____

Off Campus (University Event or Activity)

Off Campus (Non-University Event or Activity)

Unknown

N/A

Date of Incident: [Incident Date]

Action Requested:

Formal Informal Pregnant/Parenting Supportive Measures Only N/A

Respondent(s): [List All]

Respondent Affiliation:

- Student
- Student Athlete
- Student Employee
- Employee
- Third Party (e.g., non-campus party, visitor, contractor)
- Board of Trustee
- Other _____

Witness(s): [List All.]

Witness Affiliation:

- Student
- Student Athlete
- Student Employee
- Employee
- Third Party (e.g., non-campus party, visitor, contractor)
- Board of Trustee
- Other _____

Action Requested:

- | | |
|---|--|
| <input type="checkbox"/> Extended Leave Time | <input type="checkbox"/> Referral to Campus Resources |
| <input type="checkbox"/> Change in Course (e.g., Deadlines, Delivery) | <input type="checkbox"/> Referral to Community Resources |
| <input type="checkbox"/> Assistance in Change in Student-Athlete Status | <input type="checkbox"/> Other _____ |
| | <input type="checkbox"/> N/A |

Request Details:

[Enter details of request.]

Title IX Sexual Misconduct Reporting Form

Office Use:

Case Number: ###

Scope of Policy Met (Y/N): Yes No N/A

Student's Identity Disclosed: Full Partial No Disclosure

Request to Remain Anonymous (Y/N): Yes No N/A

Supportive Measures Requested (Y/N): Yes No N/A

Attempts to Contact: First Second Third/Final

Status: Closed Open Pending Referred

Referral (if selected): CARE Report Conduct Report Human Resources Other

_____ Resolution: Formal Informal Pregnant/Parenting Supportive Measures Only

N/A

[Enter details of Sanctions.]

[Enter details.]

