

### **Procedure in the Event of a Sexual Harassment Complaint**

Upon receipt of a complaint by a student, staff member, administrator or the Superintendent, the complaint shall be forwarded to the Title IX Coordinator. The Coordinator shall conduct an investigation and make a determination in writing. The Coordinator shall follow the outline for resolution of the complaint as set forth below in the "steps."

Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur because of the good faith reporting of charges of sexual harassment.

**Step 1:** (Informal Process) The Title IX Coordinator will investigate the complaint and respond to the complainant upon completion of the investigation which shall be within five (5) working days if reasonably possible. Said response will be written. It will include the investigator's findings and determination. If this reply is not acceptable to the complainant then he/she may file a formal complaint according to the steps herein listed below.

**Step 2:** (Formal Process) Upon the filing of a formal complaint, a conference will be held with the complainant within five (5) school days. The initial investigation will be reviewed. If necessary, further investigation will be completed. A written response addressing the concerns of the complainant will be given to him or her within ten (10) school days following the conference.

**Step 3:** If the complainant is not satisfied with the decision of the Title IX Coordinator, he/she may submit a written appeal to the Superintendent. The Superintendent shall meet with all parties involved to discuss complaint and will respond, in writing, to complainant within ten (10) school days.

**Step 4:** If the complainant is not satisfied with the decision of the Superintendent he/she may submit a written appeal to the Board. This appeal should be filed within five (5) school days of receipt of the Superintendent's decision. The Board shall consider the appeal at its next regularly scheduled board meeting in executive session unless otherwise requested in open session by the accused. The Board will reply to the complainant, in writing, within ten (10) school days.

If the complaint is not satisfactorily settled, a complaint may be filed with the Director, Seattle Office, Western Division, U.S. Department of Education, Office for Civil Rights, 915 Second Avenue, Room 3310, Seattle, Washington 98174-1099. If the complaint is substantiated, there will be a remedy to address the effects of the discrimination or harassment on the individual.

As may be deemed reasonable and expedient by the Superintendent or Coordinator, changes to the above procedure shall be made if an administrator with investigative or decision-making duties under the above outline is named in the complaint.

Any student or employee who believes he/she has been discriminated against on the basis

of sex, including being subjected to sexual harassment, should immediately report the incident to the building principal, who in turn will file the complaint with the coordinator and a copy for the Superintendent. If the complaint the student or employee is filing involves the building principal, the complaint will be filed with the Superintendent or the Title IX coordinator.

As an alternative to the above, nothing in this policy is intended to limit or otherwise keep the student or employee who believes he/she has been discriminated against from filing the complaint directly with the Title IX coordinator, or from pursuing other legal action.