

STUDENT SERVICES

SEXUAL HARASSMENT

Reasonable efforts shall be made to inform all students and their parents of the district's sexual harassment policy and procedures. These efforts shall include publication of the policy and procedures in the Student Rights and Responsibilities Policies Handbook, posting the policy and procedures in each school building, and discussion of the policy and procedures at each school.

Annually, in conjunction with the report to the Board of Directors on the District's Affirmative Action Plan, the Title IX Officer, Assistant Superintendent of Operations, will review the use and efficacy of the sexual harassment policy and procedures.

The district will take such disciplinary action as it deems necessary and appropriate to end sexual harassment and to prevent its reoccurrence. Such disciplinary action will be consistent with state and federal law. When deemed appropriate by the district, the district shall provide support and/or assistance for individuals who have been subjected to sexual harassment in the district's educational environment.

Procedures for Resolving Equal Educational Opportunity Complaints/Grievances (including Sexual Harassment).

To ensure fairness and consistency, the following review procedure is to be used with regard to problems covered by state and federal equal educational opportunity laws. The name and telephone numbers of the building Title IX officer, as well as the District Title IX and Affirmative Action Officers, shall be posted in such locations in buildings as to be commonly and easily viewed by students and staff.

A. Informal Complaints

1. As a first step, if not unduly intimidated, the complainant is encouraged to directly inform any alleged harasser that the behavior is offensive, unwanted and must stop.
2. Complaints should be directed to the building Title IX Officer (principal). Informal complaints should be resolved at the building level by the Title IX Officer. If the complaint is not resolved at the building level within five (5) school days, or if the behavior persists, then it should be reported to: a) Assistant Superintendent of Operations if it involves a student harasser, or b) Assistant Superintendent of Human Resources if a staff member has been reported as harasser.

If the complaint concerns the conduct of a building administrator, the complainant and/or the person with information about the alleged harassment should immediately report such complaint to the District Assistant Superintendent of Human Resources.

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3. The District Title IX Officer, Affirmative Action Officer or designee will be available upon request of either the complainant or the building Title IX Officer (Principal) as a secondary means of determining the appropriate resolution to an informal complaint.
4. Informal complaints shall be documented within five (5) school days by the staff member receiving the complaint and forwarded to the building Title IX Officer (Principal).
5. Any student or his/her parent or guardian who is aggrieved by discipline imposed may seek redress through the Wenatchee School District's Student Responsibilities and Rights Policies.

B. Formal Complaints

The Title IX Officer, Assistant Superintendent of Operations or Assistant Superintendent of Human Resources or designee shall investigate all written allegations of discrimination.

The Title IX Officer, Assistant Superintendent of Operations, will receive and investigate formal complaints that involve only students. (Student to Student Sexual Harassment.)

The Assistant Superintendent of Human Resources will receive and investigate formal complaints when allegations of discrimination or harassment are brought against employees or other adults.

The allegations of discrimination shall:

1. Be in writing
2. Be signed by the complaining party.
3. Set forth specific acts, conditions or circumstances alleged to be in violation of the District's policies or obligations with regard to discrimination.
4. Be filed with the Title IX Officer or Assistant Superintendent of Human Resources as soon as possible, but no later than thirty (30) calendar days following the alleged discrimination or harassment.

- C. Upon completion of the investigation, the Title IX Officer or Executive Director of Human Resources shall provide the Superintendent with a full written report of the complaint and the results of the investigation, unless the matter is resolved to the satisfaction of the complaining party prior to the submission of a full written report.
- D. The Superintendent shall respond in writing to the complaining party within thirty (30) calendar days following receipt of the written complaint.
- E. The response by the Superintendent shall state either:
 1. That the District denies the allegations contained in the document received, or

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2. The nature of such reasonable corrective measures deemed necessary to eliminate any such act, condition or circumstance with the District.
- F. Any corrective measures deemed necessary shall be instituted as expeditiously as possible but in no event later than thirty (30) calendar days following the superintendent's mailing of a written response to the complaining party.
- G. In the event a complainant remains aggrieved as a result of the action or inaction of the superintendent, said complainant may appeal to the School District Board of Directors by filing a written notice of appeal with the secretary of the Board of Directors on or before the tenth (10th) day following:
1. The date upon which the complainant received the superintendent's response, or
 2. The expiration of the thirty (30) day response period in Section D above, whichever occurs first.
- H. Upon receipt of an appeal, the board shall schedule a hearing to commence on or before the twentieth (20th) day following the filing of the written notice of appeal.
1. Both parties shall be allowed to present such witnesses and testimony as the board deems relevant and material.
 2. The board shall render a written decision on or before the tenth (10th) day following the termination of the hearing and shall provide a copy to all parties involved.
- I. In the event a complainant charging sex discrimination in violation of RCW 28A.640 or WAC 392-190 remains aggrieved with the decision of the board, said complainant may appeal the board's decision to the Superintendent of Public Instruction under WAC 392-190-075 on or before the tenth (10th) day following the date upon which the complainant received written notice of the School Board's decision.