

## **Process for Cases of Discrimination, Harassment, Intimidation and Bullying**

*(For Non-Student Use)*

A person who believes he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately report the alleged harassment to one (1) of the following: her/his administrative supervisor, a human resources administrator or the superintendent. The complainant may consult with one (1) of the above without filing a formal complaint. As a result of this informal conference, the district will begin action to resolve the alleged behavior(s) on an informal basis. If the complaint cannot be resolved informally, the complaint will be moved forward for formal resolution.

### **1. Formal Grievance - Level One - Review**

If a complaint cannot be resolved informally, a formal review will be initiated. A written complaint will be completed and signed by the complaining party; see exhibit 5010.2X. The written complaint will set forth the specific acts, conditions, or circumstances alleged to be in violation. The district's compliance officer shall investigate the allegations set forth within thirty (30) calendar days of the filing of the complaint. The compliance officer shall provide the superintendent with a full written report of the complaint and the results of the investigation. The superintendent shall respond in writing to the complainant as expeditiously as possible, but in no event later than thirty (30) calendar days following receipt of the written complaint.

The superintendent shall state in the response either

- 1.1 that the district found insufficient evidence of the allegations contained in the written complaint received by the district, or
- 1.2 that the district shall implement reasonable corrective measures to eliminate any such act, conditions or circumstances. Any corrective measures deemed necessary shall be initiated 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.

### **2. Formal Grievance - Level Two - Appeal to Board of Directors**

If a complainant remains aggrieved as a result of the action or inaction of the superintendent, he/she may file a written notice of appeal with the Board of Directors by the tenth (10<sup>th</sup>) calendar day following:

- 2.1 the date upon which the complainant received the superintendent's response; or
- 2.2 the expiration of the thirty (30) calendar day response period stated in Level One, whichever comes first.

The board shall schedule a hearing to commence by the twentieth (20<sup>th</sup>) calendar day following the filing of the written notice of appeal. Both parties shall be allowed to present such witnesses, testimony, and other evidence as the board deems relevant and material. The board shall render a written decision by the tenth (10<sup>th</sup>) calendar day following the termination of the hearing and shall provide a copy to all parties involved.

**3. Formal Grievance - Level Three - Appeal to the Office of the Superintendent of Public Instruction (OSPI)**

In the event a complainant remains aggrieved with the decision of the Board of Directors, the complainant may appeal the board's decision to OSPI.

- 3.1 A notice of appeal must be received by OSPI on or before the tenth (10<sup>th</sup>) day following the date upon which the complainant received written notice of the Board of Directors' decision.
- 3.2 A notice of appeal must be in writing in the form required OSPI and must set forth:
  - 3.2.1 a concise statement of the portions of the Board of Directors' decision which is appealed; and
  - 3.2.2 the relief requested for resolution or remediation of the alleged complaint set forth in the original statement of complaint.

**4. Preservation of Records**

Files containing copies of all correspondence relative to each complaint communicated to the district and in the disposition, including any corrective measures instituted by the district, shall be retained in the office of the district compliance officer for a period of five (5) years.

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