



PROHIBITION AGAINST SEXUAL HARASSMENT AND COMPLAINT PROCEDURE

Seattle Public Schools is committed to a positive and productive education and work environment free from sexual harassment. The district prohibits sexual harassment of students, employees and others involved in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

How do I file a report of sexual harassment?

If you believe that someone in the school district has experienced sexual harassment at school or in the work environment, you have the right to file a formal complaint. For a full copy of the school district's sexual harassment complaint procedure, email the Office of Student Civil Rights at

OSCR@seattleschools.org or visit

<https://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=1300431>

Before filing a complaint, you may want to discuss your concerns with a school building principal; a worksite supervisor; or the Seattle Public School's Ombudsperson at Ombudsman@seattleschools.org.

To file a sexual harassment complaint:

For students, parents/caregivers, and members of the public, the Office of Student Civil Rights (OSCR) has been designated to handle questions and complaints of alleged sexual harassment toward students, parents/caregivers, and members of the public. To contact a member of OSCR, call 206-252-0306; send an email to OSCR@seattleschools.org; or mail to Seattle Public Schools, MS 32-149, P.O. Box 34165, Seattle, WA 98124-1166.

For employees, the Human Resources (HR) Department has been designated to handle questions and complaints of alleged sexual harassment toward employees. To contact a member of HR, call 206-252-0024; send an email to HREEOC@seattleschools.org; or by mail to Seattle Public Schools, MS 33-157, P.O. Box 34165, Seattle, WA 98124-1166.



SEXUAL HARASSMENT COMPLAINT PROCEDURE

Step 1: Complaint to the School District

In most cases, complaints must be filed within one year from the date of the alleged incident. A complaint must be in writing, describe what happened, and state why you believe it is sexual harassment. Complaints may be submitted by mail, email, or hand delivery to any school administrator, worksite supervisor, the Office of Student Civil Rights, or Human Resources.

When the school district receives your written complaint, you will be provided a copy of the District's sexual harassment policy and procedure and the nondiscrimination complaint procedure. The Office of Student Civil Rights or Human Resources will then make sure that the school district takes action to resolve the complaint, which could include a prompt and thorough investigation.

The school district must respond in writing within 30 calendar days after receiving your complaint unless you agree on a different date or an exceptional circumstances related to the complaint require an extension of the time limit. If complaint resolution takes more than 30 calendar days, you will be notified in writing about the reasons for the extension and the anticipated response date.

When the school district responds to your complaint after the completion of an investigation, the response must clearly state whether the school district:

1. Denies the allegations contained in the complaint; or
2. Confirms the allegations and lists the corrective measures.

Additionally, the response will contain notice of your right to appeal if the school district denies the allegation, including where and to whom the appeal must be filed.

Step 2: Appeal to the Superintendent

If you disagree with the school district's decision to deny the allegation, you may appeal to the Superintendent. You must file a notice of appeal in writing to the Superintendent's Office within 10 calendar days after you received the school district's response to your complaint.

Upon receipt of a timely appeal, the Superintendent shall appoint a neutral hearing examiner to review the appeal. A hearing will be scheduled and you may bring witnesses or other information related to your appeal to the hearing.

A written decision will be sent to you within 30 calendar days after the district received your notice of appeal. The written decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Step 3: Complaint to OSPI

If you do not agree with the school district's appeal decision, you may file a complaint with the Office of Superintendent of Public Instruction. A complaint must be filed with OSPI within 20 calendar days after you received the district's appeal decision. You may send your complaint to OSPI by e-mail: Equity@k12.wa.us; fax: (360) 664-2967; or mail: OSPI Equity and Civil Rights Office, PO Box 47200, Olympia, WA 98504-7200.