If you believe that you or your student have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your student's principal or any of the Compliance Officers who are listed below.

The following employees have been designated to handle questions and complaints of alleged discrimination. They can be reached at 1016 Commercial St. Raymond, other than Danielle Rosetta. Danielle can be reached at 921 Commercial Street, Raymond.

Title IX Coordinator - Mike Tully **mtully@raymondk12.org** or (360) 942-3415 ext. 2181;

Section 504 Coordinator - Brian Maley **bmaley@raymondk12.org** or (360) 942-3415 ext. 2106;

Civil Rights Compliance Coordinator/HIB Compliance Officer - KC Johnson (RCW 640/ 28A.642) **kcjohnson@raymondk12.org** or (360) 942-3415 ext. 4003;

Gender-Inclusive Schools Coordinator - Danielle Rosetta **drosetta@raymondk12.org** or (360) 942-3415 ext. 1001.

Prohibition of Harassment, Intimidation, and Bullying of Students: **Policy 3207**, **Procedure 3207P**

Prohibition of Sexual Harassment & Complaints Process: **Policy 3205**, **Procedure 3205P1**, **Procedure 3205P2**

Nondiscrimination and Discrimination & Complaints Process: **Policy 3210** and **Procedure 3210P**

Gender-Inclusive Schools & Complaints Process: **Policy 3211** and **Procedure 3211P**

Complaint to the Raymond School District

Step 1: *Write Out Your Complaint*

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the District should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the District Superintendent - Civil Rights Compliance Coordinator.

Step 2: *School District Investigates Your Complaint*

Once the District receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within thirty (30) calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the District will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: *School District Responds to Your Complaint*

In its written response, the District will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within thirty (30) calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the District's decision, you may appeal to the Disciplinary Appeals Council (DAC). You must file a notice of appeal in writing to the secretary of the school board within ten (10) calendar days after you received the District's response to your complaint. The DAC will schedule a hearing within twenty

(20) calendar days after they received your appeal unless you agree on a different timeline. The DAC will send you a written decision within thirty (30) calendar days after the District received your notice of appeal. The DAC's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the District's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the District's complaint and appeal process, or (2) the District has not followed the complaint and appeal process correctly.

You have twenty (20) calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:
Email: **Equity@k12.wa.us** | ***Fax:*** 360-664-2967
Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our **website**, or contact OSPI's Equity and Civil Rights Office at 360-725- 6162/TTY: 360-664-3631 or by e-mail at **equity@k12.wa.us**.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education
206-607-1600 | TDD: 1-800-877-8339 | **OCR.Seattle@ed.gov** | **OCR Website**

Washington State Human Rights Commission
1-800-233-3247 | TTY: 1-800-300-7525 | **Human Rights Commission Website**