

Olympia School District

Grievance Procedures Relating to Title IX/RCW 28A.640

1. The Superintendent has designated the following Title IX/RCW 28A.640 Officer. Complaints and inquires should be addressed directly to the Compliance Officer.

Jeff Carpenter, Coordinator of Health, Fitness and Athletic Programs
Olympia School District
1113 Legion Way SE
Olympia, WA 98501
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2. Complaints:
 - a. All complaints shall be written.
 - b. All complaints must be signed by the complaining party.
 - c. The complaints must set forth specific acts, conditions or circumstances alleged to be in violation.
3. Response
 - a. The Compliance Officers will investigate allegations and institute procedures for resolution.
 - b. Findings will be sent to the Superintendent in a written report within 30 (thirty) days following receipt by Compliance Officers of a signed grievance.
 - c. The Superintendent shall respond to the complainant in writing as soon as possible, but no later than 15 (fifteen) days after receipt of the findings from the Title IX Compliance Officers, stating either:
 - (1) Denial of the complaint, or
 - (2) The nature of corrective procedures to be taken as soon as possible, but no later than 45 (forty-five) days after date of the original written complaint was filed.
4. If the complainant remains grieved:
 - a. A written appeal may be submitted to the District Board of Directors within 10 (ten) days of the complainant's receipt of the Superintendent's written response.
 - b. The Board of Directors shall schedule a hearing on or before the 20th day following the appeal and shall render a written decision on or before the 10th day following the hearing.