

2. Formal Complaint Process

Formal complaints may grow out of an informal complaint at the request of the complainant, parent, guardian or because the district believes the complaint needs to be more thoroughly investigated. According to the due process requirements, the district will not be able to hold the complainant's identity confidential. The district will, however, implement anti-retaliation provisions of the policy to protect complainants and witnesses. The following process shall be used for a formal complaint:

- The compliance officer or designee shall receive and investigate all formal, written complaints of sexual harassment, or information in the compliance officer's possession that the officer believes requires further investigation.
- All formal complaints shall be in writing, signed by the complainant, and set forth the specific acts, conditions or circumstances alleged to have occurred that constitute sexual harassment. The compliance officer may draft the complaint, based on the report of the complainant, for the complainant to review and sign.

3. Legal Proceedings

For assistance contact:

Doug Hale at (425) 408-7605 or Abel Ghirmai at (425) 408-7622

For more information contact:

**Northshore
Human Resources Department
Ph: (425) 408-7601
Fax: (425) 408-7625**

**Doug Hale
Executive Director
(425) 408-7605**

**or
Abel Ghirmai
Director
(425) 408-7622**

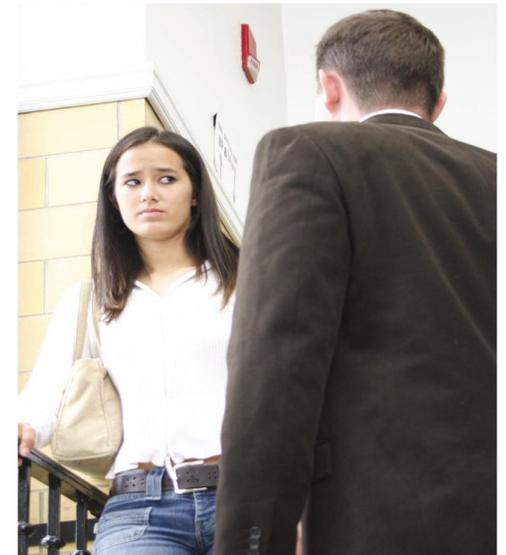
Northshore Administrative  **School District Center**
3330 Monte Villa Parkway
Bothell, WA 98021-8972
(425) 408-6000
www.nsd.org

Rev. 06/2018

Northshore School District prohibits discrimination on the basis of age, sex, marital status, genetic information, sexual orientation including gender expression or identity, race, creed, religion, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification, in all its employment procedures, training, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged unlawful discrimination: Director of Human Resources (Title IX, ADA, and Civil Rights Compliance), Director of Student Services (Section 504), 3330 Monte Villa Parkway, Bothell, WA 98021, (425) 408-6000.

NORTHSHORE SCHOOL DISTRICT

Sexual Harassment



Sexual Harassment.....

- **is sex discrimination**
- **is prohibited in the work and education setting**
- **is costly**
- **is illegal**
- **is damaging to the victim and the harasser**

**Strengthening Our Community
Through Excellence in Education**

Northshore's Pledge

Northshore School District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment.

Northshore School District Policy #5013 prohibits sexual harassment or intimidation of district employees, students and others involved in school district activities; whether the harassment or intimidation is committed by a co-worker, supervisor, subordinate, contractor, parent, vendor, volunteer or student.

A finding of sexual harassment is just cause for disciplinary action in the Northshore School District.

Legal Requirements

Educational institutions are responsible to ensure that acts of sexual harassment against students and employees do not occur. Under Title IX of the Educational Amendments of 1972 and Title VII of the Civil Rights Act of 1964, sexual harassment is illegal and a form of sexual discrimination.

What You Can Do About It

- As a victim, act promptly to stop sexual harassment.
- As an observer, be willing to assist and discuss situations and issues related to sexual harassment.
- As an employee, become aware of behaviors which could be defined as sexual harassment.
- As a supervisor, make sure employees and students receive assistance with issues involving sexual harassment or intimidation.

What is Sexual Harassment?

Sexual harassment includes all unwanted sexual attention, as well as the creation of an intimidating, hostile or offensive work or school environment. Harassing behaviors between members of the same or opposite sex, staff and students, students and staff, and staff and other staff are not tolerated.

Harassment may be defined as remarks or behaviors that are unwelcome, uninvited or unacceptable to another. The harassment can be verbal, non-verbal, visual or physical in nature. *(Note: the word "unwelcome" places responsibility on the victim to tell the offending party that the behavior is unwanted).*

Sexual harassment may include, but is not limited to:

- demanding sexual favors in exchange for preferential treatment or something of value;
- stating or implying that a person will lose something if he or she does not submit to a sexual request;
- penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- making unwelcome, offensive or inappropriate sexually suggestive comments, gestures or jokes, or remarks of a sexual nature about a person's appearance, gender or conduct;
- using derogatory sexual terms for a person;
- touching a person inappropriately, cornering or stalking a person, or standing too close;
- displaying offensive or inappropriate sexual content on school property or via electronic communications such as email.

Sexual Harassment Occurs When:

- Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit.
- Submission to, or rejection of, sexual demands is a factor in an academic, work or school-related decision affecting the individual.
- Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

How do I proceed?

There are three ways to proceed if you have a complaint or know someone who is a victim. We encourage you to contact the Human Resources Department for assistance.

1. Informal Complaint Procedure

Informal reports may be made to any staff member, although the staff member should confer with a supervisor or the compliance officer. Complainants shall be informed of their right to, and the process for, filing a formal complaint. Informal remedies may include:

- An opportunity for the complainant to explain to the alleged harasser, either in writing or face-to-face, that his/her conduct is unwelcome, offensive or inappropriate.
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated.
- A general public statement from a building administrator or appropriate adult in which the district sexual harassment policy is reviewed without identifying the complainant.