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Puget Sound Educational Service District (PSESD) and ReLife School are committed to a positive and productive education free from discrimination, including the prohibition of sexual harassment of students and staff at ReLife School. This pamphlet provides an overview of the sexual harassment complaint process.



This parent and student pamphlet can be found online. For more information about Title IX, please see the PSESD Title IX webpage, and PSESD Operating Policy and Procedure 3205 and 3205P, available at psed.org.

psed.org



Title IX Sexual Harassment Complaint Process Overview

FOR PARENTS AND STUDENTS



What is sexual harassment?

Sexual harassment is a form of discriminatory harassment. Any student or school employee can be the target of sexual harassment, regardless of sex, sexual orientation, gender identity, or gender expression.

Sexual harassment includes:

- ▶ acts of sexual violence;
- ▶ unwelcome sexual or gender-directed conduct or communication that interferes with an individual's educational performance or creates an intimidating, hostile, or offensive environment;
- ▶ unwelcome sexual advances;
- ▶ unwelcome requests for sexual favors;
- ▶ sexual demands when submission is a stated or implied condition of obtaining an educational benefit; or
- ▶ sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

What is Title IX?

Title IX of the Education Amendments of 1972, often referred to as Title IX, is a federal civil rights law.

Title IX, which began with a focus on discrimination and ensuring equity in sports, includes a major focus on prevention of and response to incidents of sexual harassment and sexual assault.

Who can file a sexual harassment complaint?

Any student, parent of a ReLife student on behalf of the student, employee, or third-party who believes they have experienced sexual harassment (sexual misconduct, gender-based harassment, or sexual assault) at ReLife School may file a complaint.

How does a sexual harassment complaint get reported?



A complaint can be reported informally by talking to a ReLife administrator or staff member or by using the ReLife Incident Report Form. This form can also be completed anonymously.

A formal, written Title IX complaint is reported using the PSESD Title IX Complaint form.

All complaints are followed-up and investigated. Even if a complaint is reported informally, the option of submitting a formal written complaint under Title IX and PSESD policy always remains an option.

How is a formal, written complaint submitted?

A formal Title IX complaint must be in writing and received by the PSESD Title IX Coordinator in person, by mail, email, or online by using the contact information listed for the Title IX Coordinator. (See contact information on back panel of this pamphlet.)

Where do I find the Title IX Complaint Form?

A Title IX Complaint Form is available on the PSESD website, www.psesd.org

What happens after a sexual harassment complaint is received?

PSESD and ReLife School have designated staff responsible for responding to, investigating, and resolving sexual harassment complaints. Investigations are undertaken to determine evidence of allegations of harassment.

Both the complainant and the individual accused have rights throughout the investigative process.

Students and their parents receive notice of the investigation, interviews, and decisions based on the evidence available, as well as appeal rights and procedures, how to obtain a copy of the investigation report, the final determination, and any sanction imposed. Title IX requires that the investigation be completed within 90 school days of receiving the complaint.

Who all is involved in the investigation of a Title IX sexual harassment complaint?

The student filing a complaint is referred to as the **complainant** and the individual accused of the alleged harassment is referred to as the **respondent**. The team addressing a formal complaint will consist of ReLife School administrators and PSESD Title IX Coordinator and includes the following roles:

- ▶ **Title IX Coordinator:** oversees the complaint process and communicates with all parties.
- ▶ **Investigator:** The individual responsible with gathering all evidence related to the complaint. They will create an "investigation report" which summarizes all relevant evidence. The report will be submitted to the Decision-Maker for review.
- ▶ **Decision Maker:** The individual responsible for making a determination regarding the formal complaint and issuing written determination of findings to the parties.