

NONDISCRIMINATION AND SEXUAL HARASSMENT

Under state law, information about every school district's sexual harassment policy and complaint procedure must be included in staff and student handbooks, or other publications that set forth the rules, regulations, and standards of conduct for the school or district (WAC [392-190-058](#)). Every school district must also annually inform all students, parents, and employees about its discrimination complaint procedure (WAC [392-190-060](#)).

The Equity and Civil Rights Office at the Office of Superintendent of Public Instruction (OSPI) has developed the following sample language that districts can include in student and staff handbooks to meet these requirements.

NONDISCRIMINATION

Marysville School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

- Civil Rights and Harassment Intimidation & Bullying Coordinator – Gregg Kuehn, Director of Risk Management, Facilities, and Maintenance, gregg_kuehn@msvl.k12.wa.us, 360-965-0110; 4220 80th St NE, Marysville, WA 98270
- Title IX Coordinator- Tracy Souza, Director of Student and Staff Well-Being tracy_souza@msvl.k12.wa.us, 360-965-0076; 4220 80th St NE, Marysville, WA 98270
- Section 504 Coordinator and ADA Coordinator - Stephanie King, Executive Director of Special Education, stephanie_king@msvl.k12.wa.us, 360-965-0174; 4220 80th St NE, Marysville, WA 98270
- Gender Inclusive Coordinator - Eneille Nelson, Executive Director of Equity & Family Engagement, eneille_nelson@msvl.k12.wa.us, 360-965-0008; 4220 80th St NE, Marysville, WA 98270

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here [Board Policy:3210](#) and [3210P](#)

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone 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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: [Board Policy 3205](#) and [3205P](#).

If you believe that you or your child 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 child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Gender Inclusivity

Marysville School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Discrimination and discriminatory harassment may be reported to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a written complaint. Address: 4220 80th Street NE, Marysville, WA 98270. Website: www.ms25.org.

Policies that address these issues are 3210 "Non-Discrimination," 5010 "Non-Discrimination and Affirmative Action," 3205 "Sexual Harassment of Students Prohibited," 3207 "Prohibition of Harassment Intimidation and Bullying," 3211 "Gender-Inclusive Schools" and 2162 "Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973". These Policies are available online at www.ms25.org at your school or at the District office: 4220 80th Street NE, Marysville, WA, 98270, 360-965-0000.

Gender Inclusivity

Info from Eneille. [Policy 3211](#) and [3211P](#)

Complaint Process to the School District

- **Non-Discrimination: Policy and Procedure** [Board Policy 3210 3210P](#)
- **Sexual Harassment: Policy and Procedure** [Board Policy 3205 3205P](#)
- **Gender Inclusivity: Policy and Procedure** [Board Policy 3211 3211P](#)

Step 1. Write 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 or 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 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 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 school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board'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 school 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 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](#)