

## **Grievance Procedures Relating to Title VI of the Civil Rights Act of 1974**

1. The Superintendent has designated the following Affirmative Action Compliance Officer. Complaints and inquiries should be addressed directly to the Compliance Officer.

*Beth Scouller, Human Resources Director*  
*Olympia School District*  
*1113 Legion Way SE*  
*Olympia, WA 98501*  
*360-596-6193*  
[bscouller@osd.wednet.edu](mailto:bscouller@osd.wednet.edu)

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 Officer will investigate allegations and institute procedures for resolution.
  - b. The District and complainant may agree to resolve the complaint in lieu of an investigation.
  - c. Findings will be sent to the Superintendent in a written report within thirty (30) days following receipt by the Compliance Officer of a signed grievance.
  - d. The Superintendent shall respond to the complainant in writing as soon as possible, but no later than fifteen (15) days after receipt of the findings from the Title IX Compliance Officer, stating either:
    - i. Denial of the complaint, or
    - ii. The nature of corrective procedures to be taken as soon as possible, but no later than thirty (30) calendar days after the Superintendent's response.
4. If the complainant remains grieved:
  - a. Written appeal may be submitted to the District Board of Directors within ten (10) 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 20<sup>th</sup> day following the appeal and shall render a written decision on or before the 10<sup>th</sup> day following the hearing.
  - c. The complainant may file a written appeal to the Office of Superintendent of Public Instruction (OSPI).
    - i. A written appeal must be received by OSPI within twenty (20) days after the complainant receives the decision of the Board of Directors.
    - ii. OSPI will schedule a hearing with an administrative law judge.