



**Royal School District**  
**Effie J. Dean, PhD, EdD**  
Assistant Superintendent

*A tradition of pride and excellence*  
*Una tradición de orgullo y excelencia*

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# Discrimination Complaint Process

## School Year: 2018-2019

1. Report concerns to your child's teacher or principal immediately. This will allow the school to respond to the situation as soon as possible.
2. If you cannot meet with the teacher or principal, the district has a Title IX Coordinator. Her name is Dr. Effie Dean and she is the Assistant Superintendent. She works at the District Office. Her phone number is 509-346-2222 extension 4003.
3. If you can't resolve your concern at the school, you may wish to file a complaint with the school district.
4. You can file a formal complaint by writing a letter to the Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. You must sign the letter.
5. The Title IX Coordinator will investigate your allegations and provide the Superintendent with a written report of the complaint, and the results of the investigation. You and the district may agree to resolve your complaint in lieu of an investigation.
6. The superintendent will send you a written letter within *30 calendar days* which will either deny your allegation or describe the reasonable actions the district will take. The letter will include how to file an appeal with the School Board if you do not agree with the Superintendent's decision.
7. Corrective measures must occur no later than *30 calendar days* of the Superintendent's letter.
8. You can file an appeal by writing a letter to the School Board. The letter must include the part of the Superintendent's written decisions that you would like to appeal and what you want the districts to do.

9. Your letter must be filled with the Secretary of the School Board by the 10th calendar day after you received the Superintendent's response letter.
10. The School Board will schedule a hearing within *20 calendar days* after they receive your appeal letter. You may also all agree on a different date.
11. During the hearing, you will explain why you disagree with the Superintendent's decision. You may bring witnesses or other information that is related to your appeal.
12. The board will send you a copy of their decision within *10 calendar days* after the hearing. The decision will now include how to appeal to the Office of Superintendent of Public Instruction if you disagree.
13. You can file an appeal by writing a letter to the Office of the Superintendent of Public Instruction. The letter must include the part of the School Board's decision that you would like to appeal and what you want the district to do.
14. Your signed letter must be received by OSPI by the *20th calendar day* of receiving the school board's decision. It can be hand delivered or mailed to:

**OSPI**  
**Administrative Resources Services**  
**P.O. Box 47200**  
**Olympia, WA 98504-7200**  
**Phone (360) 725-6133**