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**Students**

**Filing a Complaint under Title IX**

Students, their parents/guardians, and employees have the right to file a formal complaint alleging discrimination on the basis of sex. Discrimination on the basis of sex may sometimes include discrimination based upon marital status, pregnancy, parental status, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

A member of the school community who believes that they have been a victim of harassment, bullying, or discrimination, or who has knowledge of harassment, bullying, or discrimination must report the alleged acts **as soon as possible**.

A complaint of harassment, bullying, or discrimination may be made to the principal, a teacher, an assistant superintendent, or Title IX Coordinator.

Complaints can be **informal** (verbal reports) or **formal** (a written report filed on the District's written complaint form or on the District's website). Staff who receive an informal complaint will, as soon as practicable, report the complaint, in writing, to the principal or Title IX Coordinator using the appropriate District forms.

Whenever a complaint is received, interim steps will be taken to stop the alleged harassment or discrimination and protect all parties pending outcome of the complaint.

**Filing of a Formal Complaint:**

Complainant (the person filing the report) shall submit the grievance (complaint), in writing, to the **Title IX Coordinator**. A grievance form is available online, from the school principal, from the Title IX Coordinator and from the Section 504 Compliance Officer. The complainant shall state the nature of the grievance. A minor student may be assisted by a parent/guardian or support person of their choosing. All formal complaints will be investigated and a written decision will be issued.

cf. 5130.6 Investigating Title IX Complaints

The District considers every report of harassment, bullying, and/or discrimination a serious matter and will review the report in a timely manner.

**Timeliness**

An individual who believes they have personally suffered discrimination, harassment, intimidation, bullying, or who believes an individual or any specific class of individuals has been subjected to discrimination, harassment or bullying, may file a complaint with the District no later than **six months** from the date of the alleged incident of discrimination, or the date the complainant first obtained knowledge of the facts of the alleged discrimination.

In cases where an individual wishes to file a complaint more than six months from the date of the alleged incident of discrimination, the individual may submit a written request for extension to the Title IX Coordinator which sets forth the reasons for the extension. The timeline for filing the complaint may be extended for good cause only, for a period not to exceed ninety (90) days following the expiration of the six month time period.

**Right to File with State or Federal Government**

The complaint procedure does not deny or limit the right of a complainant to file formal complaints with the Alaska Department of Education and Early Development or the U.S. Department of Education Office for Civil Rights (Region X) in Seattle by going to their website at:

<http://www.ed.gov/about/offices/list/ocr/complaintintro.html>.

*Legal Reference:*

Title IX of the Educational Amendments, 20 U.S.C. §1681, *et. seq.*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adopted:**