



## Title IX Compliance Procedure

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Problems and complaints of alleged sex discrimination in Athletics, including sexual harassment, brought by students, employees, parents, other members of the community or applications for employment should be resolved in a prompt and equitable manner. All issues should be reported to Ashley High, COO, Title IX Coordinator: 202-398-2230, [ashley.high@chavezschools.org](mailto:ashley.high@chavezschools.org).

This complaint procedure is not applicable to situations for which other appeal and adjudication procedures are provided in state law or in school district policies and procedures.

Formal complaint shall mean the filing of a written complaint as described below, alleging that there has been an instance of sexual discrimination, including sexual harassment, in the educational program or activities of the district, which has not been eliminated, including employment therein and admission thereto.

Retaliation in any form for the filing of a complaint or the reporting of sexual discrimination including harassment is prohibited and shall not in any way affect the status, grades or work assignments of the person who reports such sexual harassment.

When a person wishes to file a complaint concerning sexual discrimination or sexual harassment, the following procedure shall be used.

### LEVEL I

A complaint should first be presented informally to the person immediately involved in the alleged sex discrimination or sexual harassment. If the complaint is not promptly resolved at that level, or if the complainant elects not to present the complaint to the person involved, the complainant may present a written complaint to the supervisor of the person involved. Within five (5) days after receiving the complaint, the supervisor shall render his or her decision, which, unless requested otherwise by the complainant, shall be in writing with supporting evidence and reasons. However, if a complainant prefers not to utilize Level I at all, the complainant may file his or her written complaint immediately and directly with the Title IX Coordinator.

### LEVEL II

Within twenty (20) working days after receiving the decision at Level I, the complainant may appeal the decision to the district Title IX Office by filing a written appeal. The appeal of the Level I decision or the complaint filed directly with the Title IX Officer, shall be filed on a standard written complaint form available at all school and administrative offices. The location and phone number of the district Title IX Officer:

Marie Rudolph  
Senior Women's Administrator/Title IX Coordinator for Athletics District of Columbia State Athletic Association  
Office of the State Superintendent Government of the District of Columbia 810 First St. NE, 4<sup>th</sup> Floor  
Washington, DC 20002  
[202.724.5383](tel:202.724.5383) (O)  
[202.724.7656](tel:202.724.7656) (F)  
[Marie.Rudolph@dc.gov](mailto:Marie.Rudolph@dc.gov) [www.dcsaasports.org](http://www.dcsaasports.org)

### LEVEL III

Within twenty (20) days after receiving the Level II decision, the complainant may appeal the decision to the Superintendent, utilizing the appeal form, which shall be attached to the decision. Within twenty (20) days after receiving the appeal, the Superintendent shall receive and evaluate all relevant evidence pertaining to the complaint and shall render a decision which, unless otherwise requested by the complainant, shall be in writing, with supporting evidence and reasons. The complainant also has the right to contact the U.S. Office for Civil Rights for resolution of the complaint. For more information regarding the Title IX process please go to: <http://www.dcsaasports.org/programs/title-ix/>