



Seattle Public Schools Discrimination Complaint Form

SPS policy prohibits discrimination on the basis of sex; race; creed; color; religion; ancestry; national origin; age; economic status; sexual orientation, including gender expression or identity; pregnancy; marital status; physical appearance; the presence of any sensory, mental or physical disability; honorably discharged veteran or military status; or the use of a trained dog guide or service animal.

What is discrimination? Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person's disability. Discriminatory harassment is verbal or physical harassment based on a protected class.

What is a protected class? A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes in Seattle Public Schools are those groups identified in the Non-Discrimination Statement above, such as sex, race, etc.

How do I file a complaint about discrimination? If you believe that you or your student has experienced discrimination or discriminatory harassment at school, you have the right to file a formal complaint. While this form is not required, all formal complaints must: (a) be in writing, (b) be signed by the complainant, and (c) set forth the specific acts, conditions, or circumstances alleged to have occurred that constitute discrimination.

Before filing a complaint, you may want to discuss your concerns with your child's principal or Seattle Public School's Ombudsperson at (206) 252-0529.

Where to file complaints? For students, parents/guardians, and members of the public questions and/or complaints of alleged discrimination, including sexual harassment, should be directed to: Office of Student Civil Rights, Seattle Public Schools, MS 32-149, P.O. Box 34165, Seattle, WA 98124-1166; email: oscr@seattleschools.org, or phone 206-252-0306.

For employee questions about or requests and/or complaints of alleged discrimination, including sexual harassment, should be directed to: Assistant Superintendent of Human Resources, Seattle Public Schools, Mailstop 33-157, P.O. Box 34165, Seattle, WA 98124-1166; email: hreeoc@seattleschools.org; or phone 206-252-0024.

Will my complaint be kept confidential? Confidentiality cannot be guaranteed. We often need to disclose the complainant and/or student's identity to investigate complaint allegations. We will attempt to maintain as much confidentiality as possible with all of the information provided by sharing information only with those persons who are considered essential to the investigation and disposition of your complaint. Due process requirements for the person(s) complained about may also require that the District release information regarding the complaint to the accused. Therefore, requests that the accused *not* be informed of the complaint may limit our ability to respond to, investigate, and resolve your formal complaint concerns. Anonymous complaints will be treated as informal complaints under the District's discrimination complaint procedure.

Is retaliation prohibited? Yes. It is both illegal and against District policy for anyone to retaliate against you for filing your complaint. The District will fully implement the anti-retaliation provisions to protect complainants and witnesses.

INSTRUCTIONS:

Please provide a signed, written statement about your complaint or complete this form. Be as specific as possible when discussing the incidents. Include the date(s), the incident(s) that occurred, the name(s) of the person(s) involved, and the name(s) of those who may have witnessed the incident(s). Your complaint is not limited to the space provided. You are encouraged to attach additional materials, which may assist in the investigation process.

Deliver complaints to: Your School Principal, or Email to: OSCR@seattleschools.org or Hand-deliver to: Seattle Public Schools, 2445 3rd Ave. S, Seattle, WA 98134 or Mail to: Office of Student Civil Rights, MS 32-149; P.O. Box 34165, Seattle, WA 98124-1165.

I. Personal Information (PLEASE PRINT):

First Name:

Last Name:

Phone Numbers: (Home)

(Work/Cell)

E-mail:

Home Address:

Street

City

State

Zip

Student

Parent/Guardian on behalf of student

Other Adult

II. Type of Complaint (Please mark all that apply):

Discrimination based on:

Sex Sexual Harassment, including sexual assault Other type of harassment

Race Color Religion National Origin Disability

Economic Status Gender Sexual Orientation Gender Identity

Pregnancy Marital Status Physical Appearance Use of Service Animal

Age Veteran Status Ancestry Retaliation

III. Date Discrimination/Harassment/Assault/Retaliation allegedly took place:

Earliest

Latest

or Continuing Action

Person(s) allegedly discriminating/harassing/retaliating/bullying:

Name:

School/Department:

Name:

School/Department:

Name:

School/Department:

V. Your Complaint:

Please describe your complaint against the named person(s) in Section IV. Specifically, how were you or your child discriminated against or treated differently from others on the basis of race, color, religion, ancestry, national origin, economic status, gender, sexual orientation, gender identity, pregnancy, marital status, physical appearance, or mental, physical or sensory disability? Describe the behavior, comments, or incidents that caused you to file your complaint. Attach additional pages, if necessary.

VI. Please identify all District Management staff to which you have reported your concerns:

Reported to (Name): _____ Date: _____

Describe how concerns were reported:

Results:

Reported to (Name): _____ Date: _____

Describe how concerns were reported:

Results:

Reported to (Name): _____ Date: _____

Describe how concerns were reported:

Results:

VII. Person(s) who have knowledge of the events described in Section V:

(These people either witnessed incident(s) or have knowledge of events. Please attach additional names if needed.)

Name:

Relationship to you (colleague, student, teacher, etc.):

Phone Number: _____ E-mail: _____

Name:

Relationship to you (colleague, student, teacher, etc.):

Phone Number:

E-mail:

VIII. Corrective Action Desired:

How you would like the District to resolve your complaint? Attach additional sheet if needed.

Other Information

The Office of Student Civil Rights or an investigator retained by them will conduct an investigation of the circumstances involving your complaint, and will interview you and the person(s) named by you in your complaint, to attempt resolution. The District may, at its discretion, contact others in the course of its investigation.

Confidentiality cannot be guaranteed. We will attempt to maintain as much confidentiality as possible with all of the information provided by sharing information only with those persons who are considered essential to the investigation and disposition of your complaint. Due process requirements for the person(s) complained about may also require that the District release all of the information regarding the complaint to the accused. A request that your identity remain confidential from the accused may prevent the District from conducting an effective investigation and impact the ability to resolve the complaint to your satisfaction due to the limitations placed on the investigation by such a request.

It is both illegal and against District policy for anyone to retaliate against you for filing your complaint or to retaliate against persons who participate in the investigation. Please contact the School Principal or the Office of Student Civil Rights immediately if you experience any retaliation from filing a complaint.

In addition to filing this complaint, you have the right to file a similar complaint with an external agency, such as local law enforcement agencies, the Washington State Office of Superintendent of Public Instruction (OSPI) or the U.S. Department of Education, Office of Civil Rights. If you have already filed the same complaint with another entity or court, the District may postpone its investigation pending the outcome of the earlier filed complaint.

A description of the complaint process can be found online here:
http://www.seattleschools.org/discrimination_complaint_process

The full discrimination complaint procedure can be found online here:
http://www.seattleschools.org/non_discrimination_statement

AFFIRMATION

I affirm that the information and documentation I have provided with regard to this complaint is true and accurate to the best of my knowledge. I acknowledge that knowingly providing false information or information that I do not believe to be true in this complaint form or during the investigation may subject me to disciplinary action.

I understand that the confidentiality of this complaint cannot be guaranteed and to investigate the complaint my identity or that of my child/ward may have to be disclosed to the accused and others.

Signature: _____ Date: _____

Deliver this to School Principal or Email to OSCR@seattleschools.org or Hand-deliver to: Seattle Public Schools, 2445 3rd Ave. S, Seattle, WA 98134 or **Mail to** Office of Student Civil Rights, MS 32-149; P.O. Box 34165, Seattle, WA 98124-1165.

-----TO BE FILLED OUT BY DISTRICT REPRESENTATIVE -----

Name and Title: _____ Date received: _____

Date provided to Office of Student Civil Rights: _____ by (method of delivery) _____

Date received by Office of Student Civil Rights: _____

Assigned for investigation to _____ on _____

Signed: _____