

	<p>ANTI-RETALIATION PROCEDURE</p>	<p>D51.01 Adopted May 2005 Page 1 of 2</p>
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**BOARD-ADOPTED
PROCEDURE**

Definitions:

As used in this policy and procedures, the following terms shall have the meanings indicated.

1. "Retaliation" means any action taken because a parent, student, or employee has engaged in protected activities and that negatively impacts any of the following:
 - a. Significant terms or conditions of District employee's employment (such as discipline, salary, demotion, termination, annual evaluation)
 - b. Educational progress (such as grades, entry or advancement through an educational program, suspension, expulsion)
 - c. Working/learning environment (such as harassment, intimidation, threats, coercion, or hostile environment).

2. "Protected activities" means filing a disability discrimination complaint; referring a matter for investigation or complaint; participating in any manner in an investigation of a complaint or hearing procedures; or representing or serving as an advocate on behalf of the rights of a disabled person(s).

STATEMENT:


Seattle Public Schools prohibits retaliation against parents, students and employees who engage in protected activities. Seattle Public Schools will take prompt, equitable and remedial action within its authority on reports, complaints, and grievances alleging retaliation that come to the attention of the District.

RETALIATION COMPLAINT PROCEDURE:

To facilitate resolution or investigation, complaints should be brought forward within thirty days, or as soon as possible, after the alleged act of retaliation. Allegations shall be in writing, and filed with or referred to:

The Office of Equal Employment Opportunity (EEO)
(206) 252-0371

Adopted: May 2005
Former Code: C11.01

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The Manager of Equal Employment Opportunity or other designee of the Superintendent shall receive and respond to complaints alleging retaliation.

The Manager of Equal Employment Opportunity or designee shall *promptly* begin the investigative process and determine whether a full investigation is warranted. The complainant will be notified in writing if an investigation is not warranted. No appeal may be made internally of this determination.

When a full investigation is warranted the Manager of Equal Employment Opportunity or designee will acquire information from appropriate sources and conduct an impartial investigation of the allegation. When the investigation is completed the Superintendent's designee shall compile a written report of the grievance and the results of the investigation for the Superintendent and/or designee. No later than thirty calendar days after the report has been written the Manager of Equal Employment Opportunity or designee will provide the complainant with a written investigative summary. No appeal may be made internally of Seattle Public Schools' findings.

Corrective measures deemed necessary by the Superintendent and/or designee will be instituted as quickly as possible. Appropriate corrective measures may include disciplinary action for any District employee found to have engaged in acts of retaliation in violation of the anti-retaliation policy.

CONFIDENTIALITY:

Those involved in investigating a complaint alleging retaliation shall refrain from disclosing information about the case to anyone who does not have legitimate need or right to know.

RECORDS:

The EEO shall maintain records of complaints filed pursuant to these procedures for three years from date the complaint was filed.