



# Discrimination Complaint Form

Seattle Public Schools is committed to making its online information accessible and usable to all people, regardless of ability or technology. Meeting web accessibility guidelines and standards is an ongoing process that we are consistently working to improve.

While Seattle Public Schools endeavors to only post documents optimized for accessibility, due to the nature and complexity of some documents, an accessible version of the document may not be available. In these limited circumstances, the District will provide equally effective alternate access.

For questions and more information about this document, please contact the following:

- Students, parents/guardians, and members of the public: [oscr@seattleschools.org](mailto:oscr@seattleschools.org)
- SPS staff: [hreeoc@seattleschools.org](mailto:hreeoc@seattleschools.org)

The "Seattle Public Schools Discrimination Complaint Form" is a four-page document for reporting discrimination or harassment. It includes instructions, contact details, and sections for describing incidents, providing personal information, and listing witnesses. Mediation options and additional documentation can also be included.

## 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 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 and (b) 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 33-157, P.O. Box 34165, Seattle, WA 98124-1166; email: [oscr@seattleschools.org](mailto: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: Chief of Human Resources, Seattle Public Schools, Mailstop 33-157, P.O. Box 34165, Seattle, WA 98124-1166; email: [hreeoc@seattleschools.org](mailto: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 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 written document about your complaint **OR** complete this form. Be as specific as possible when discussing the incident(s). 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 resolution process.

**Deliver complaints to:** Your School Principal; or Email to: [OSCR@seattleschools.org](mailto:OSCR@seattleschools.org) (for staff, send to [HREEOC@seattleschools.org](mailto:HREEOC@seattleschools.org)) or Hand-deliver to: Seattle Public Schools, 2445 3rd Ave. S, Seattle, WA 98134 or Mail to: Office of Student Civil Rights/Human Resources, MS 33-157; P.O. Box 34165, Seattle, WA 98124-1165

### **Personal Information (PLEASE PRINT):**

First Name:

Last Name:

Phone Numbers: (Home)  
(Work/Cell)

Email:

Home Address: Street:

City:

State:

ZIP Code:

Are you -

( ) A parent/guardian on behalf of yourself and/or your student

( ) An employee ( ) A student

( ) Other adult

### **Type of Discrimination Complaint (Please mark all that you believe apply):**

Discrimination based on:

Sex  Sexual Harassment, including sexual assault

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

Other type of harassment

Retaliation

### **Date Discrimination/Harassment/Assault/Retaliation allegedly took place:**

Earliest Date:

Most recent date:

Is this continuing to occur?

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

Name: School/Department:  
Name: School/Department:  
Name: School/Department:

**Description of your complaint:**

Please describe your complaint against the named person(s). 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.

**Please identify all District staff to whom you have reported your concerns:**

Reported to (Name): Date Reported:  
Describe how concerns were reported (ex. email, phone call, in person):  
Results:

Reported to (Name): Date Reported:  
Describe how concerns were reported:  
Results:

Reported to (Name): Date Reported:  
Describe how concerns were reported:  
Results:

**Person(s) who may have knowledge of the events described above:**

(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.):

If known, Phone Number:

Email:

Name:

Relationship to you:

Phone Number:

Email:

**Mediation Option:**

Please indicate whether you would consider mediation as a method for resolving your complaint or you would like more information about mediation options:

Yes  No  I would like more information about mediation

**Other Information**

For students, parents/guardians, and members of the public: Staff from the Office of Student Civil Rights will be responsible for processing complaints to resolution. For Seattle Public Schools staff: Staff from the Human Resources Department will be responsible for processing complaints to resolution. Resolving your complaint may include an investigation or may include other forms of resolution, including mediation. If an investigation occurs, you will need to be contacted for an interview, as well as other person(s) named by you in your complaint, to attempt resolution. The District may, at its discretion, contact others in the course of an investigation.

***Confidentiality cannot be guaranteed.*** We will attempt to maintain confidentiality to the degree 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 or anonymous from the accused may prevent the District from resolving the complaint to your satisfaction due to the limitations placed on the investigation by confidentiality and/or anonymity request.

It is against District policy for anyone to retaliate against you for filing your complaint or to retaliate against persons who participate in an investigation. Please contact the School Principal or the Office of Student Civil Rights immediately if you believe you have experienced retaliation for 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 an earlier filed complaint.

The full discrimination complaint procedure can be found online here:

<https://www.seattleschools.org/wp-content/uploads/2021/07/3210SP.B.pdf>

Deliver this to School Principal or Email to [OSCR@seattleschools.org](mailto:OSCR@seattleschools.org) (for staff, send to: [HREEOC@seattleschools.org](mailto:HREEOC@seattleschools.org)) or Hand-deliver to: Seattle Public Schools, 2445 3rd Ave. S, Seattle, WA 98134 or Mail to Office of Student Civil Rights/Human Resources, MS 33-157; P.O. Box 34165, Seattle, WA 98124-1165.