A Great Place to Learn.
1202 Wood Avenue
Sumner, Washington 98390

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Human Resources

Sumner-Bonney Lake School District
Discrimination Complaint Form

The Sumner-Bonney Lake School District does not discriminate in any programs, services or activities on the basis of sex, race, creed, religion, color, national origin, age honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or serving animal by a person with a disability.

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 Sumner-Bonney Lake 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 the Sumner-Bonney Lake School District Title IX Coordinator.

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: Adrienne Chacon, Title IX Coordinator, Sumner-Bonney Lake School District, Sumner, WA 98390; email: adrienne_chacon@sumnersd.org, or phone (253) 891-6047.

For employee questions about or requests and/or complaints of alleged discrimination, including sexual harassment, should be directed to: Director of Human Resources, Sumner-Bonney Lake School District, Sumner, WA 98390; email: adrienne_chacon@sumnersd.org, or phone (253) 891-6047

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.

Mail, email, or hand-deliver complaints to your school Principal, or to: Adrienne Chacón, Title IX Coordinator, Sumner-Bonney Lake School District, 1202 Wood Avenue Sumner, WA 98390, adrienne_chacon@sumnersd.org

Personal Information (Please print if writing):

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 ☐ Age ☐

Gender Identity ☐ Pregnancy ☐ Marital Status ☐ Ancestry ☐

Use of Service Animal ☐ Veteran Status ☐ Physical Appearance ☐

Other type of harassment ☐

Retaliation ☐

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

Earliest Date: Most Recent Date:

Is this continuing to occur? Yes ☐ No ☐

Person(s) allegedly discriminating/harassing/retaliating:

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 (colleague, student, teacher, etc.):

If known, 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

Do you want this Complaint to be formally investigated and addressed by the School?

Yes ☐ No ☐
If "No", please clarify:

Signature of Complainant Date Signed

Other Information

For students, parents/guardians: Staff from the Title IX office will be responsible for processing complaints to resolution. For Sumner-Bonney Lake School District 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.sumnersd.org/cms/lib/WA01919505/Centricity/Domain/253/3205P%20Final.pdf. Deliver this to the School Principal or Email to adrienne_chacon@sumnersd.org. Hand-deliver or mail to: Adrienne Chacón, Title IX Coordinator, Sumner-Bonney Lake School District, 1202 Wood Avenue Sumner, WA 98390