



Discrimination Incident Reporting Information Form

Snoqualmie Valley School District Policy [3210](#) 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. The grievance/ prescriptive complaint process is outlined in [3210P](#).

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 Snoqualmie Valley School District are those groups identified in the Non-Discrimination Statement above, such as sex, race, etc.

Who can file a complaint? Anyone can file a complaint with the school district.

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 Snoqualmie Valley School District Civil Rights Coordinator at (425) 831-8043.

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, Snoqualmie Valley School District, P.O. Box 400, Snoqualmie, WA 98065; or phone (425) 831-8043.

For employee questions about or requests and/or complaints of alleged discrimination, including sexual harassment, should be directed to: Executive Director of Human Resources, Snoqualmie Valley School District, P.O. Box 400, Snoqualmie, WA 98065; or phone (425) 831-8000.

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 in SVSD [3210P](#).

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. 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. 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 or to retaliate against persons who participate in an investigation. The District will fully implement the anti-retaliation provisions to protect complainants and witnesses. Please contact the School Principal or the Office of Student Civil Rights immediately if you believe you have experienced retaliation for filing a complaint.

See following pages for the Discrimination Incident Reporting Form.



Discrimination Incident Reporting Form

Today's Date: _____ School: District Office Complainant: _____

Reporting Person: _____

Email: _____ Phone Number: _____

Complaint Type (select one):

Anonymous	Confidential	Non-Confidential
Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff.	Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report.	Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

Name of person(s) who was discriminated: _____

Name of school personnel you've notified: _____

Name	Date Reported	Type of Report	Results

Name of alleged aggressor (if known) or other identifiers (like physical description or class student attends):

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Date and time incident occurred (if known): _____

Where did the incident occur?	What happened during the incident?
☐ Classroom ☐ Hallway ☐ Restroom ☐ Playground ☐ Locker room ☐ Lunchroom ☐ Sport field ☐ Parking lot ☐ School bus ☐ School activity ☐ On the way to/from school ☐ Off school property Internet/social media ☐ Cell phone ☐ Other: _____	☐ Discrimination: harassment based on or motivated by race, color, religion, ancestry, national origin, cultural, gender, socio-economic status, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics ☐ Taunting, cruelty ☐ Putting the individual down and making the individual a target of jokes, teasing, or name calling ☐ Intimidation, humiliation ☐ Retaliation ☐ Spreading harmful rumors or gossip ☐ Exclusion, rejection ☐ Cyber bullying (bullying by calling, texting, emailing, web posting, etc.) ☐ Threats using gestures or remarks ☐ Sharing inappropriate drawings, cartoons, photographs, images, or notes ☐ Harmful physical contact ☐ Using others to harm a student ☐ Demanding money from a student ☐ Taking advantage of a student ☐ Other: _____
Was anybody physically hurt?	Was the student absent from school because of what happened?
☐ No ☐ Yes, medical attention NOT required ☐ Yes, medical attention required ☐ Please explain: 	☐ No ☐ Yes Number of day student was absent: _____



Describe your complaint:

Where there any witnesses?

☐

No

☐

Yes

If yes, please list names: _____

What is your desired resolution or outcome?

Is there any additional information that needs to be shared?

Affirmation

I affirm that the information and documentation I have provided with regards 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.

Signature: _____

Date: _____



SNOQUALMIE VALLEY

SCHOOL DISTRICT

Discrimination Incident Reporting Form 2023-2024

For Office Use Only

Date Received:	_____	Received By:	_____	Action Taken:	_____
Parent/Guardian	_____	Student ID:	_____	Aggressor ID:	_____
Check One:	☐ Resolved	☐ Unresolved	Referred to:	_____	

Send all written complaints – by mail, email, or hand delivery – to the district civil rights compliance coordinator, Justin May (MayJ@svsd410.org)

SNOQUALMIE VALLEY SCHOOL DISTRICT

8001 Silva Avenue S.E. | P.O. Box 400 | Snoqualmie, WA 98065 | (425) 831-8000 | www.svsd410.org