



DISCRIMINATION COMPLAIN FORM (Optional)

PLEASE NOTE:

- 1) Deliver the original of this Complaint Form to the School Principal or the District Civil Rights compliance officer. Complaints may be submitted by mail, fax, e-mail or hand-delivery. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.
- 2) If you have any questions regarding the complaint process and/or complaint form, please contact your student's Principal, or the Civil Rights compliance officer Isuzu Niizuma at 206-631-3104.
- 3) All reports should be addressed appropriately and in a timely manner, however, please note that no disciplinary action will be taken against the respondent based solely on anonymous reporting.
- 4) Policy and Procedure 3210 - NONDISCRIMINATION can be found at:
<https://www.highlineschools.org/departments/student-support/bullying-civil-rights-sexual-harrassment>

1. Definitions

The District shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, religion, creed, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation, gender expression and identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to all outside youth groups, including the designated youth groups listed in Title 36 of the United States Code as a patriotic society.

Discrimination: Discrimination is unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Conduct against any student that is based on one of the categories listed above that is sufficiently severe, persistent or pervasive as to ***limit or deny the student's ability to participate in our benefit from the district's course offerings, educational programming or any activity.***

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 Highline Public Schools are those groups identified in the Non-Discrimination Statement above, such as race, sex, age, etc.

2. Personal Information

Today's Date: _____ School: _____

Reporting Person: _____ Phone Number: _____

Email Address: _____ Interpreter needed? _____

Complainant/Targeted Student: _____ Grade: _____

3. Information about the Respondent

Name of the Respondent/Alleged Aggressor: _____

The Respondents is a: () Student () Staff () Volunteer () Other _____

4. **Type of Discrimination Complaint (Please mark all that apply):**

Discrimination based on:

- | | | | | |
|-------------------------------------|--|--|--|---|
| <input type="checkbox"/> Age | <input type="checkbox"/> Economic Status | <input type="checkbox"/> National origin | <input type="checkbox"/> Religion | <input type="checkbox"/> Veteran or military status |
| <input type="checkbox"/> Ancestry | <input type="checkbox"/> Gender | <input type="checkbox"/> Physical Appearance | <input type="checkbox"/> Sex | |
| <input type="checkbox"/> Color | <input type="checkbox"/> Gender identity | <input type="checkbox"/> Pregnancy | <input type="checkbox"/> Use of trained dog guide/Service animal | |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Marital Status | <input type="checkbox"/> Race | <input type="checkbox"/> Other: _____ | |

5. **Complaint**

Did the conduct occur within the District's education program or activity? Yes No If yes, please describe.

Has the student been excluded from participation in, been denied the benefits of, or been subjected to discrimination under any educational program or activity? Yes No If yes, please describe.

Did the incident have a negative impact on:

- Attendance Grades Activity/Program/School Participation Other. Please explain.

State the nature of your complaint and other relevant facts and circumstances. Explain in narrative form and be as specific as possible when discussing the alleged discriminatory acts. Please describe the incident/situation where the student **was discriminated against or treated differently**. Include the date(s), comments, and the particular behavior or actions of the respondent discriminating against the student. Your complaint is not limited to the space provided. **You are encouraged, but not required to attach additional materials, which may assist in the investigation process.*

Have you attempted to resolve these allegations using the district concern process? 1) Address the issue with the person subject to the complaint, 2) Contact the school Principal or Head of Department, 3) Contact the District Ombudsman. Yes No If yes, please provide the name of school or district staff member you have contacted about this issue, how concerns were reported (ex. email, phone call, in person) and the response. If the person subject to the complaint is another student, the complainant is encouraged to address the complaint with the school Principal as a first step.

What are your desired next steps, or how would you like the district to resolve this complaint?

6. Witnesses

Person(s) who have knowledge of the events described on your complaint (People who either witnessed the incident(s) or have knowledge of events.)

Name: _____ Relationship to the complainant _____

Phone Number: _____ E-mail: _____

Name: _____ Relationship to the complainant _____

Phone Number: _____ E-mail: _____

7. Investigation and Response

Informal Process for Resolution

Anyone with an allegation of discrimination may request an informal meeting with the compliance officer or designated employee to resolve their concerns. At a school, the designated employee is the building principal; at the central office, the designated employee is the department head. Such a meeting will be at the option of the complainant. If unable to resolve the issue at this meeting, the complainant may submit a written complaint to the compliance officer.

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: I would like more information about mediation.
 Yes, I would like to pursue mediation. No, I would like to continue with the process.

During the course of the informal process or mediation, the district must notify complainant of their right to file a formal complaint.

Formal Process for Resolution

Level One Complaint to District

The complaint must set forth the specific acts, conditions or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will provide the complainant a copy of this procedure. The compliance officer will investigate the allegations within 30 calendar days. The school district and complainant may agree to resolve the complaint in lieu of an investigation.

*Please see [Procedure 3210](#) for more information regarding Formal Process Resolution Level 2-4.

8. Confidentiality

The District 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 the complaint. The requests that the respondent not be informed of the complaint may limit the district's ability to respond to, investigate, and resolve the formal complaint. The District should inform the complainant that honoring the request to remain anonymous may limit its ability to respond fully to the incident, including pursuing disciplinary action against the respondent.

9. Retaliation

The District prohibits retaliation against any individual who files a complaint or participates in a complaint investigation. When an informal or formal complaint is made, the district will take steps to stop the behavior and prevent any retaliation against the person who made the complaint, was the subject of the behavior, or against those who provided information as a witness. The District will investigate all allegations of retaliation and take actions against those found to have retaliated.

10. Statement

I declare that the information and documentation I have provided with regard to this complaint is true and accurate to the best of my knowledge. I understand 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.

Complainant Signature: _____ Date: _____

FOR BUILDING ADMINISTRATOR OR CENTRAL OFFICE USE ONLY (STOP HERE)

Notified of Outcome of the Investigation:

The Complainant or Parent/guardian: Verbally In writing Date: _____

The Respondent or Parent/guardian: Verbally In writing Date: _____

Sent copy of the form/other documents to the Civil Rights Compliance Officer. Date: _____

Discrimination allegations were: Founded/Substantiated Unfounded/Unsubstantiated

Mark one: Resolved Unresolved Referred to: _____

Notes:
