



Non-Discrimination Statement: SSD 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 Sequim School District 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 Sequim School District's Human Resources Director at (360) 582-3260.

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 the Director of Human Resources, 503 N. Sequim Ave., Sequim, WA 98382; email: vbalint@sequimschools.org, or phone 360-582-3260.

For employee questions about or requests and/or complaints of alleged discrimination, including sexual harassment, should be directed to the Director of Human Resources, 503 N. Sequim Ave., Sequim, WA 98382; email: vbalint@sequimschools.org, or phone 360-582-3260.

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: vbalint@sequimschools.org or hand-deliver or mail to: Sequim School District, Human Resources Office 503 N. Sequim Avenue, Sequim, WA 98382.

Person making complaint of Discrimination

Last Name		First Name		Email Address	
Mailing Address		City		State	Zip
()	()	<input type="checkbox"/> Student <input type="checkbox"/> Adult (Employee) <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Other Adult			
Primary Phone	Secondary Phone	Identity			
Current Job Title (if SSD employee)				Location (if SSD employee)	

Type of discrimination complaint (please mark all that you believe apply)

- ☐ Sex ☐ Race ☐ Color ☐ Religion ☐ National Origin ☐ Gender Identity ☐ Pregnancy ☐ Marital Status ☐ Religion
☐ Physical Appearance ☐ Use of Service Animal ☐ Age ☐ Veteran Status ☐ Ancestry

Person(s) you believe have discriminated against you/your child (if known)

Name	Date or Dates of Action	
Position	Department	School
Name	Date or Dates of Action	
Position	Department	School

Please explain your relationship to the person(s) you believe have discriminated against you/your child – the person(s) should be listed in the previous section above. (Please use additional sheets if necessary)

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 explain as clearly as possible why you believe this is discrimination. (Please use additional sheets if necessary)

Is there any additional information you would like for us to know? (Please use additional sheets if necessary)

Briefly describe what kind of remedy you are seeking. What do you hope happens as a result of filing this complaint? (Please use additional sheets if necessary)

Are there any notes, pictures, texts, emails, letters, screen shots or other evidence pertaining to the event(s) that you are reporting? (Please attach to this complaint form at the time of submission and list below)

Witness Information, if any

Name	Contact Phone	Alternate Contact Phone
Email	Department	School
Name	Contact Phone	Alternate Contact Phone
Email	Department	School
Name	Contact Phone	Alternate Contact Phone
Email	Department	School

I reported this to the following District person(s)

Name	Position	Date(s)
Type of Report <input type="checkbox"/> Verbal <input type="checkbox"/> Written (If written, please attach)		
Name	Position	Date(s)
Type of Report <input type="checkbox"/> Verbal <input type="checkbox"/> Written (If written, please attach)		

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

To the best of my knowledge, the information I have provided on this form is true and accurate

Signature	Date(s)
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For Office Use

Received by	Date Received	Referred to
Assigned Facilitator	Assigned Investigator	Case #

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 Sequim 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 Human Resources Office 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.

Deliver this to School Principal or Email to vbalint@sequimschools.org or hand-deliver or mail to: Sequim School District, 503 N. Sequim Ave., Sequim, WA 98382