

The school district will ensure that all communications (whether oral or written), hearings, recordings, and records are provided in a language the student and Parent understand, which may require language assistance for a student and Parent with limited-English proficiency under Title VI of the Civil Rights Act of 1964. For assistance in completing the form, contact the Chief Operations Officer, School Support Services phone: (509) 354-7392 Email: campussafetycomplaints@spokaneschools.org

Instructions

- 1. Download form.
- 2. Fill in as much information as possible.
- 3. Save form.
- 4. Click "Email Form" button to send

Email Form



Spokane Public Schools
excellence for everyone

School Safety/Security Officer Complaint Form

COMPLAINT INFORMATION

Full Name _____

Email Address _____ Today's Date _____

Street Address _____

City _____ State _____ Zip _____

Home/Cell Phone _____ Work Phone _____

Student Employee Parent/Guardian Other (Specify) _____

INCIDENT INFORMATION

Name of Safety Officer: _____

Date/Time of incident: _____

Location of incident: _____

Were there any witness(es)? Yes No If yes, please provide:

Name: _____ Contact Info: _____

Name: _____ Contact Info: _____

Name: _____ Contact Info: _____

Please fill out Description of Incident on reverse side

Chief Operations Officer, School Support Services phone: (509) 354-7392 campussafetycomplaints@spokaneschools.org

DESCRIPTION OF INCIDENT

Detailed description of specific behavior or conduct that leads you to file complaint. Please identify the specific behavior, comment or conduct that led you to file this complaint. Include date, time, place, witnesses and other specific information related to this incident. Also include such things as whether force was used as well as any verbal or non-verbal gestures (i.e., threats, requests, demands, etc.). You may use additional sheets if necessary.

Thank you for reporting your concerns.

CERTIFICATION

I hereby certify that the information in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature _____ Date Filed _____

Received by _____ Date Received _____

Response to Complaints as outlined in School Board Policy/Procedure 6514:

Any complaint regarding implementation of Procedure 6514 - District and Campus Safety - should first be made to the building principal where the student attends or to the Chief Operations Officer, School Support Services. Complaints should be submitted in writing and in order to timely resolve the complaints, preferably as soon as possible after the incident, but in no case later than 10 school/business days of the event giving rise to the complaint. Principals will refer all complaints to the Chief Operations Officer within 3 days of receipt. Complaints filed with the Chief Operations Officer may be submitted by:

Email: campussafetycomplaints@spokaneschools.org;

US mail: Spokane Public Schools
Chief Operations Officer, School Support Services
200 N. Bernard, Spokane WA 99201

Telephone: (509) 354-7272

- 1.** Timing: The Chief Operations Officer shall review every complaint, and use his or her best efforts to provide a written response to the complainant within 45 days of the date the complaint is made, unless the Chief Operations Officer has good reason to not complete the investigation within the 45-day timeline. In such instance, the Chief Operations Officer shall inform the complainant in writing that additional time is needed. An investigation shall not exceed 90 days unless circumstances beyond the District's control render completing the investigation impossible.
- 2.** Substance of Response: Each response should include whether the complaint was substantiated and next steps for appeal.
- 3.** Appeals. If a complainant disagrees with the outcome of the complaint, he or she shall have the right to an informal meeting with the superintendent within 10 days of receiving the decision. The superintendent shall respond in writing within 30 days.

For Office Use

Received by: _____ Date Received: _____

Referred to: _____ Date: _____

Complainant contacted: Check one: Resolved Unresolved

Action taken:

a. What happened?

b. How was it addressed?

c. What, if anything are we doing to prevent a similar incident?

Date complainant notified of action taken/findings:

In person Phone Mail