



MIAMI-DADE COUNTY PUBLIC SCHOOLS Office of Civil Rights Compliance

STUDENT/PARENT COMPLAINT FORM

NAME: _____

STUDENT ID #: _____

ADDRESS: _____

SCHOOL: _____

CITY/STATE/ZIP: _____

WORK LOCATION: _____

HOME PHONE: _____

WORK PHONE: _____

Instructions: The purpose of this form is to assist you in presenting your complaint, in accordance with School Board guidelines. The information you provide on this form will allow staff in the Office of Civil Rights Compliance (CRC) to decide what questions to ask individuals who may have knowledge of the facts concerning your complaint.

It is requested that you provide as much detail as possible when completing the *Student/Parent Complaint Form*. Please attach any documents which you believe will support your complaint. If you need additional space, feel free to attach additional pages. All the information provided must be true and accurate.

1. *What person(s) allegedly discriminated retaliated and/or harassed you?*

2. *As to each person who allegedly discriminated, retaliated and/or harassed you, please describe in detail, what occurred and specifically describe the exact event or action which you believe was discriminatory, retaliatory and/or harassing.*

3. *When did the alleged discrimination, retaliation and/or harassment occur? (Give an approximate date for the first time the alleged discrimination, retaliation and/or harassment occurred and, if there has been more that one act/episode.)*

9. List the name(s) of other individuals who may have first-hand knowledge of the facts related to your complaint. If possible, please provide a work location or phone number where they may be reached.

<u>Name</u>	<u>Contact Information</u>
_____	_____
_____	_____
_____	_____

10. Please check the applicable category upon which your complaint is based. It should be noted that the descriptions provided below are intended to assist you with understanding the varying categories and should not be considered "legal definitions."

____ **Age** - this category prevents denial of equal employment and/or educational opportunities and/or harassment because of a person's age.

____ **Color** - this category prevents denial of equal employment and/or educational opportunities and/or harassment because of a person's skintone. Color discrimination can be a subclass within a race and is based on the fact that a person's skin tone is different from their own. As such, color discrimination can occur within the same race. For example someone who is darker complexioned may discriminate against someone who has a lighter complexion although they are both members of the same race.

____ **Disability** - this category prevents denial of equal employment and/or educational opportunities and/or harassment because a person either has or is perceived to have a permanent impairment that substantially limits or prevents a major life activity.

____ **Ethnic or National Origin** - this category prevents denial of equal employment and/or educational opportunities and/or harassment because of a person's or his/her ancestor's, place of origin; or because an individual has the physical, cultural or linguistic characteristics of a national origin group.

____ **Gender** - this category prevents denial of equal employment and/or educational opportunities and/or harassment because of a person's gender or sex; it ensures that males are not treated differently from females and/or vice versa. Gender discrimination also includes sexual harassment and pregnancy discrimination which are explained below.

____ **Linguistic Preference** - a subclass of national origin discrimination, this category prevents denial of equal employment and/or educational opportunities and/or harassment because of the language a person speaks unless there is a legitimate business need for requiring that a specific language be spoken.

_____ **Marital Status** - this category prevents denial of equal employment and/or educational opportunities and/or harassment because a person is or is not married.

_____ **Political Beliefs** - this category prevents denial of equal employment and/or educational opportunities and/or harassment because of a person's support and/or affiliation or lack thereof with a particular political party.

_____ **Pregnancy** - this discrimination is a form of gender/sex discrimination, this category prevents denial of equal employment and/or educational opportunities and/or harassment of women who are with child.

_____ **Race** - this category prevents denial of equal employment and/or educational opportunities and/or harassment because of a person's race. The five recognized races are American Indian or Alaska Native, Asian, Black or African American; Hawaiian or Other Pacific Islander; and White. Because everyone has a race they can be discriminated against because of race. Persons from mixed racial backgrounds do not need to prove their exact heritage in order to assert that they have been discriminated against based on race. Likewise this category covers persons being discriminated against because they are married to persons of a different race from their own.

_____ **Religion** - this category prevents denial of equal employment and/or educational opportunities and/or harassment because of a person's sincerely held religious practices. In certain circumstances it affords persons accommodations based upon their sincerely held religious practices.

_____ **Retaliation** - this category prevents persons from taking an adverse employment or educational action against any person that has opposed activity that violates a persons Civil Rights or participated in an investigation pertaining to Civil Rights where there is a link between the adverse employment action and the person's opposition to Civil Rights violations or participation in a Civil Rights investigation.

_____ **Sexual Harassment** - this category prevents unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature, when submission to such conduct is made – either explicitly or implicitly – a term or condition of employment or participation in an educational program; submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

_____ **Sexual Orientation** - this category prevents denial of equal employment and/or educational opportunities and/or harassment because of a person's sexual preference, this is based on whether an individual is heterosexual, homosexual, or bi-sexual.

_____ **Social and Family Background** - this category prevents denial of equal employment and/or educational opportunities and/or harassment because of a person's socio-economic, familiar and/or educational background.

I understand that the information I have provided will determine the scope of CRC's investigation of my complaint. I have read the above complaint and commit that the content provided is true and to the best of my knowledge, accurate. I understand that knowingly submitting false information may lead to disciplinary action(s) against me.

Signature of Student

Signature of Parent

Printed Name of Student

Printed Name of Parent

Date

Date

(If the student is a minor, Parent/Guardian signature is required.)

(Please be sure to retain a copy of this form and all other supporting documents for your records.)



**Miami-Dade County Public Schools
Office of Civil Rights Compliance**

**PARENTAL AUTHORIZATION FOR STUDENT TO
BE INTERVIEWED**

As part of the investigative process, the assigned investigator from the Office of Civil Rights Compliance (CRC) would like to interview your child. Therefore, this form is a request for your permission/authorization to interview your child regarding the following allegation _____.

The interview will be conducted at the school site with two (2) adults present and your presence and attendance is encouraged as well. Please indicate your approval/disapproval to allow your child to participate in the interview process by checking the appropriate line below:

I do ___/do not ___ consent to my child being interviewed by a CRC investigator.

I do ___/do not ___ wish to be present for my child's interview with a CRC investigator.

To ensure proper communication regarding this request and to coordinate your attendance at the interview, please provide a telephone number where you may be reached during normal business hours so that the assigned investigator may schedule your child's interview at a time when you are available: _____
(phone number).

Signature of Student

Signature of Parent

Printed Name of Student

Printed Name of Parent

Date

Date

(If the student is a minor, Parent/Guardian signature is required.)

(Please be sure to retain a copy of this form and all other supporting documents for your records.)