

## CCSD Equity Complaint Intake Form

Cherry Creek School District (CCSD) complies with all laws and regulations related to nondiscrimination. In accordance with CCSD Policy ACB, *Nondiscrimination on the Basis of Ethnicity and Race*, and its corresponding regulations, discrimination on the basis of ethnicity or race is not permitted in the programs or activities CCSD operates. If you believe discrimination against a person has taken place because of his/her ethnicity or race, please complete this form, sign and return it to the CCSD Equity Compliance Officer at Cherry Creek School District, 4700 S. Yosemite St. Greenwood Village, CO 80111, or email this form to [sdavies@cherrycreekschools.org](mailto:sdavies@cherrycreekschools.org). The investigation will not begin until the CCSD Equity Compliance Officer receives this Intake Form *fully completed* and accepts the Complaint as appropriate for investigation.

### This complaint is filed by (check one box)

Date: \_\_\_\_\_

Parent of child \_\_\_\_\_

School personnel \_\_\_\_\_

Other (describe) \_\_\_\_\_

### 1. Parent/Guardian(s) Personal Information

Last name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Street or Mailing Address: \_\_\_\_\_ Apt. or Unit #: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers: Home (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_

Cell (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

This Complaint is filed on behalf of:

Student(s) name: \_\_\_\_\_

Address if different from parent/guardian: \_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_ Gender:  Male  Female

Does your child have a disability?  Yes  No. If yes, please identify and describe: \_\_\_\_\_

Your child's race/ethnicity:  Hispanic or Latino  American Indian or Alaskan  Asian

White  Black or African American  Native Hawaiian or Other Pacific Islander

Multiracial

What school does your child attend? \_\_\_\_\_ Grade Level: \_\_\_\_\_

2. Describe the suspected discrimination based on ethnicity or race. Be specific. Include (a) a description of the incident or activity you believe was discriminatory; (b) the person or persons involved (c) the date(s), time(s), and location(s) of the discrimination (attach additional documentation if necessary).
  
3. Describe any relevant background information and/or correspondence among relevant parties (attach additional documentation if necessary).
  
4. How else have you attempted to resolve this concern (please describe)?
  
5. Have you spoken with or met with the building principal and/or other CCSD administration in order to resolve this matter?  Yes  No      If so, to whom:
  
6. What action(s) if any have already been taken by the CCSD employee(s) to address your concerns?
  
8. What resolution/remedy would you like to see regarding your concerns?

Parent(s)/Guardian(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY		
Intake Personnel: _____	Title: _____	Date: _____
Acceptance <input type="checkbox"/> Yes <input type="checkbox"/> No If no, Next steps: _____ If Yes, Acceptance Letter Sent: _____		

## EQUITY COMPLAINT RESOLUTION PROCEDURES

**Step 1:** The parent/legal guardian should complete and submit a CCSD Equity Complaint Intake Form to the CCSD Equity Compliance Officer at Educational Services Center, 4700 S. Yosemite St., Greenwood Village, CO 80111, or email this form to [sdavies@cherrycreekschools.org](mailto:sdavies@cherrycreekschools.org) .

**Step 2:** The CCSD Equity Compliance Officer will review the complaint and meet with the parent/legal guardian to clarify their concerns as written in the Equity Complaint Form.

**Step 3:** The CCSD Equity Compliance Officer will determine whether the concerns are able to be amicably and mutually resolved at the school level or, whether to initiate an investigation in accordance with CCSD Policy AC-R.

**Step 4:** If a resolution at the school level is successful, the Complaint will be closed. If a resolution at the school level is unsuccessful an investigation by the CCSD Equity Compliance Officer will ensue.

**Step 5:** If an investigation by the CCSD Equity Compliance Officer is initiated, a Letter of Intent to Investigate the Complaint of Discrimination will be sent to the person filing the Complaint.

**Step 6:** In accordance with CCSD Policy AC-R, within 45 working days following the date of receipt of the original Grievance /Complaint, the CCSD Equity Compliance Officer will acknowledge in writing to the Complainant receipt of the Grievance/Complaint and advise the person filing the Complaint of the investigative process.

**Step 7:** Upon completion of the investigation, the CCSD Equity Compliance Officer will render a decision regarding the Grievance/Complaint, and submit it in writing to the person filing the Complaint. This decision will include findings and any corrections of identified instances of non-compliance and appropriate remedies.

**Step 8:** If the parent/legal guardian is not satisfied with the decision rendered by the CCSD Equity Compliance Officer, the parent/legal guardian may either give written notice to the CCSD Equity Compliance Officer requesting a meeting with the Superintendent to review the complaint or file a complaint with the Office of Civil Rights, U.S. Department of Education, Office of Civil Rights, Region VIII, Federal Office Building, 1244 Speer Blvd., Suite #310, Denver, CO 80204-3582.