



Educator Self-Advocacy Toolkit

This process is adapted from a teacher ([Tyler Sisco](#)) at Washington HS in KCKPS - KNEA-KCK member.

Microgressions/Discrimination

Microaggression and workplace discrimination complaints are necessary to ensure that existing legal protections are enforced. Many harmful things experienced in the workplace are illegal, and can be actionable if reported. Make sure to check your school district policies to know the exact steps for reporting such incidents. For example, the KCKPS Board Policy GAACA states: “Complaints of racial or disability harassment should be addressed to an employee's supervisor or to the building principal or the district compliance coordinator. If the employee's supervisor is the alleged harasser, the complaint should be addressed to the building principal or the district compliance coordinator. Complaints of racial or disability harassment will be resolved using the district's complaint procedures in policy KN.” Then, policy KN states: “A complainant may file a formal complaint by submitting the complaint in person, by mail, by telephone, or by e-mail to the Compliance Coordinator or designee. If a verbal report of prohibited conduct is made, the complainant will be asked to submit a written complaint. If a complainant refuses or is unable to submit a written complaint, the Compliance Coordinator or other District employee to whom the report was made will summarize the verbal complaint in writing and sign the summary.” The policy also says the complaint should be filed within 30 days.

Sample Letter

Hello, [name of supervisor or Compliance Coordinator]

First: Describe your purpose for the letter

I am writing to you because I would like to file a formal complaint against [insert name]. This colleague has been making increasingly inappropriate comments toward me at PLC meetings, which is causing me to become uncomfortable in my job. I find it difficult to collaborate and be respected by my colleagues when I am being treated like a joke by [insert name] in professional meetings.

Second: describe the situation, going into detail

In the last 4 months, [insert name] has repeatedly made comments that are prejudiced in nature. They mostly revolve around my Latinx heritage and assumptions that I am Mexican, which I am not. Here is a list of a few of these comments:

- Comments about my speech, including that “Mexicans talk too fast”.
- I was gone on November 1-2 due to family illness, and when I returned [insert name] made a comment insinuating I was “hungover” from Dia De Los Muertos.
- During a conversation before the PLC began, [insert name] asked me about my family and responded with shock that I had such a “small family” and that I was not “raised Catholic”, then continued to bring it up throughout the meeting.

These comments have made it difficult to work with [insert name]. They have been mostly made in PLC meetings, with other colleagues present, which just made the situation more uncomfortable. Some of those colleagues laughed at the comments and others seemed uncomfortable. The most recent comments occurred last week.

Third: Ask about next steps.

I have attempted to establish a boundary with [insert name] and expressed how some of these comments were insensitive and discriminatory, but that boundary has not been respected. The comments have continued. Therefore, I would like to begin this formal complaint process. Can you advise me on next steps I should take so I can get this resolved expediently?

Thank you,

[Insert your name and email signature]