

**SCHOOL / DEPARTMENT:** \_\_\_\_\_

**COMPLAINANT INFORMATION:**

Name: \_\_\_\_\_ Home Address: \_\_\_\_\_  
Home/Mobile Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**INCIDENT INFORMATION:**

Date and time of incident(s): \_\_\_\_\_  
Name(s) of respondent(s): \_\_\_\_\_  
Location of incident(s): \_\_\_\_\_  
Names of witnesses: \_\_\_\_\_

**Describe the incident(s) as clearly as possible, including what was said (threats, requests, demands, etc.), whether any physical contact occurred, and what force was used (attach additional pages if necessary):**

**Describe the harm caused by the incident(s) described above, including any hostile or unsafe environment or other adverse effects on your education or employment (attach additional pages if necessary):**

**Describe the remedy you seek, including any assistance you may need to address the harm described above (attach additional pages if necessary).** [Please note that seeking a particular remedy does not confer authority on the complainant to determine the disciplinary action imposed on the respondent. All remedies, including any disciplinary action, are within the exclusive authority and sole discretion of the School District]

This Complaint is based on my own observations and experience. I hereby represent that the information provided herein is true, correct, and complete to the best of my knowledge.

Complainant signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the complainant is unable or unwilling to complete and sign this form, provide the following information and sign below.

Name of person completing form: \_\_\_\_\_ Title: \_\_\_\_\_

Reason complainant did not complete and sign form: \_\_\_\_\_

Signature of person completing form: \_\_\_\_\_ Date: \_\_\_\_\_

### Information for Complainant

#### Overview of Investigative Process

Certain school and district personnel will be notified of this Complaint. Depending upon the nature of the Complaint, the investigation will be conducted either at the school level or at the district level. If additional information is needed, the investigator will contact you for a follow-up interview. The investigation may also include interviews with, and written statements from, the respondent, witnesses, and others identified as having relevant information.

The investigator will consider all the evidence and may issue findings of fact and conclusions as to whether a policy violation has occurred. In the case of policy violation, appropriate disciplinary action may be taken against the respondent and other offenders. Other actions may be taken to address the effects on the complainant and the school/work environment. To the extent legally permissible, the complainant and respondent will be notified of these decisions.

#### Confidentiality

The investigation will be conducted in a reasonably confidential manner. However, witnesses and others with pertinent information may need to be made aware of the investigation and sufficient facts to elicit their verbal/written statements. The investigator will take measures to protect confidentiality of the complainant and respondent, including directing all witnesses to not share information about the complaint or investigation.

You should also keep the complaint and investigation confidential. To maintain the integrity of the investigation, do not attempt to conduct your own parallel investigation. You are hereby directed to refrain from speaking or disseminating relevant facts or information concerning this matter to others, except as may be necessary to affirm or validate your allegations. Disciplinary action may be imposed for violation of this directive.

#### No Contact

You should avoid contact with the respondent. This includes written, electronic, verbal, and in-person contact. If contact with the respondent is unavoidable, please notify the investigator.

**For School/District Use Only**

*Maintain original at School/Department of Human Resources/District Civil Rights Coordinator*