



**McHENRY COMMUNITY HIGH SCHOOL DISTRICT #156**

**HARASSMENT/DISCRIMINATION COMPLAINT FORM**

**General Statement Policy**

McHenry Community High School District 156 Board policy prohibits all forms of harassment, discrimination, and violence other inappropriate conduct against students or staff members.

**Information Use and Disclosure**

The purpose and intended use of the information requested below is to allow the School District to investigate your allegations and to take any necessary actions, including disciplinary action. The School District will make every effort to handle the information you provide in a discreet manner. However, in order to fully investigate and take appropriate action, it may be necessary to allow select others access to the information you supply, including, but limited to, the subject of the complaint and witness.

1. Name of Complainant (Please print): \_\_\_\_\_

Status: \_\_\_\_\_ Staff \_\_\_\_\_ Student \_\_\_\_\_ Parent \_\_\_\_\_ Community Member

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

2. Name of person you believe discriminated, harasses or was otherwise violent or inappropriate toward you or another person:

\_\_\_\_\_

Status: \_\_\_\_\_ Staff \_\_\_\_\_ Student \_\_\_\_\_ Other (\_\_\_\_\_)

3. If the alleged discrimination, harassment, violence or other inappropriate conduct was directed toward another person, please identify that person:

\_\_\_\_\_

Status: \_\_\_\_\_ Staff \_\_\_\_\_ Student \_\_\_\_\_ Other (\_\_\_\_\_)

4. Date and time of alleged incident(s): \_\_\_\_\_

5. Location of alleged incident(s): \_\_\_\_\_

6. Is there any type of electronic harassment present via email, phone, or text?    Yes    No  
If so, please print materials or show Assistant Principal text messages.

7. List names and status (e.g., student, teacher) of any witnesses who were present:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. List names and status of anyone else who can provide additional information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Describe the incident(s) as clearly and as specifically as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; response to the incident; etc. Attach additional pages if necessary.

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10. Please provide any additional information that is relevant to this complaint.

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

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Date

**This form is to be downloaded to a hard copy and signed, then returned to an Assistant Principal.**