

Nondiscrimination/Equal Opportunity (Complaint Form)

Date: _____ Complainant Name: _____
PLEASE PRINT

School: _____ Complainant Phone #: _____ or _____

Complainant Address: _____

Brief description of alleged concern/complaint/grievance:

Have initial attempts for resolution been made

Yes* No

*Date	Parties involved: (name, position, building)	Result

Date(s) alleged event/situation occurred:

Name(s) of witness(es) to alleged event/situation:

Name(s) of others affected by the alleged event/situation:

Summary of alleged event/situation:

Complainant's suggestion(s) regarding *method* of resolving the complaint:

Describe any corrective action you wish to see taken with regard to the alleged event/situation and/or provide other information relevant to this complaint:

Signature of Complainant- *This form should be submitted to the District Compliance Officer.*

Date

Signature of Receiving Employee

Date

Signature of Compliance Officer

Date

An aggrieved individual is encouraged to promptly report incidents of unlawful discrimination and/or harassment . All reports received by teachers, counselors, principals or other district employees must be promptly forwarded to the compliance officer. If the compliance officer is the individual alleged to have engaged in the prohibited conduct, the complaint must be forwarded to the superintendent.

Any aggrieved individual may file a complaint with the compliance officer, charging the district, another student, or any district employee with unlawful discrimination or harassment. Complaints may be made orally or in writing. Persons who wish to file a written complaint are encouraged to use the this form.

All complaints must include a detailed description of the alleged events, the dates the alleged events occurred and names of the parties involved, including any witnesses. The complaint must be made as soon as possible after the incident.

The compliance officer must confer with the aggrieved individual and/or the alleged target of the unlawful discrimination or harassment as soon as is reasonably possible, but no later than 10 calendar days following the compliance officer's receipt of the complaint in order to obtain a clear understanding of the basis of the complaint.

Within 10 calendar days following the initial meeting with the aggrieved individual and/or alleged target, the compliance officer must attempt to meet with the individual alleged to have engaged in the prohibited conduct and, if this individual is a student, their parents/ guardians in order to obtain a response to the complaint. Such person(s) must be informed of all allegations that, in the compliance officer's judgment, are necessary to achieve a full and accurate disclosure of material information or to otherwise resolve the complaint.

At the initial meetings, the compliance officer must explain the avenues for informal and formal action, provide a description of the complaint process, and explain that both the target and the individual alleged to have engaged in prohibited conduct have the right to exit the informal process and request a formal resolution of the matter at any time. The compliance officer must also explain that whether or not the individual files a written complaint or otherwise requests action, the district is required by law to take steps to correct the unlawful discrimination or harassment and to prevent recurring unlawful discrimination, harassment or retaliation against anyone who makes a report or participates in an investigation. The compliance officer must also explain that any request for confidentiality shall be honored so long as doing so does not preclude the district from responding effectively to prohibited conduct and preventing future prohibited conduct.