

COMPLAINT FORM FOR ALLEGATIONS OF BULLYING/HARASSMENT AND/OR DISCRIMINATION AND/OR VIOLATION OF DISTRICT POLICY

FOR USE WITH POLICIES 103.1, 109.0, 402.4, 403.51

Date of Complaint:

Complainant Information

Name: _____

Address: _____

Telephone Number: _____

Position (if employee): _____

School (if student): _____

Type of Complaint: (For allegations of abuse of students by District employees, use form 402.3-E1)

____ Bullying/Harassment

Discrimination

Violation of District Policy



Check the basis of bullying/harassment or discrimination

Description of Policy

	Age	Political Belief
	Disability	Political Party Preference
	Familial Status	Race/Color
	Gender Identity	Religion/Creed
	Marital Status	Sex
	National Origin/Ethnic Background/Ancestry	Sexual Orientation
	Physical Attribute	Socio-economic Background
	Physical/Mental Ability	Other-Please Specify

Number, title, or other description

What is the name of the person alleged to have harassed, discriminated, or violated policy?

Position (if employee) _____

Date and place of incident or incidents: _____

Description of misconduct/violation (use additional sheets if necessary): _____

Name and address of witnesses (if any): _____

Evidence of misconduct, i.e. letters, photos, etc. (attach evidence if possible): _____

Any other information (may use additional sheets if necessary): _____

Remedy Sought: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

If the allegation involves a student, return this form to:

Sheena Canady, Director of Student Services
Education Service Center
1516 Washington St.
Waterloo, Iowa 50702
319-433-1801

For allegations involving nonstudents, return this form to:

Anthony Spurgetis, Chief Human Resources & Equity Officer
Education Service Center
1516 Washington St.
Waterloo, Iowa 50702
319-433-1800

For allegations of violation of District policy, form should initially be turned into building administrator. If the complaint is not resolved, employee may file a written request for a conference with:

Anthony Spurgetis, Chief Human Resources & Equity Officer

ADOPTED: 11/13/00
6/3/04
12/11/06
7/9/07
5/1/08

Reviewed: 6/3/04, 11/9/06, 7/9/07, 5/1/08, 2/3/11, 2/7/19