

**COMPLAINT FORM FOR ALLEGATIONS BY CITIZENS OF 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: _____

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 • 319-433-1800

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

Cross Ref.: 103.1 Anti-Bullying/Harassment Policy for Students and Adults
109.0 Complaints by Citizens
402.4 Equal Employment Opportunity/Affirmative Action Policy
403.51 Resolution Of Employee Complaints

ADOPTED 11/13/00
9/4/03
9/2/05
11/9/06
5/1/08

Reviewed: 12/2/10, 2/4/16