

512 Harassment and Bullying Complaint Form

Exhibit

If you believe you have been the victim of bullying or harassment as defined by Board policy, you must immediately fill out this complaint form completely and return it into your principal or immediate supervisor, unless the principal or supervisor is the subject of your complaint in which case you must deliver this form to the District Administrator. If the complaint involves alleged improper behavior by the District Administrator, this form must be delivered to the Board President. The District will process your complaint(s) in accordance with established procedures and the terms of the Employee *Handbook*.

1. Name: _____

2. Address: _____

3. Home phone or number where you can be reached: _____

4. Position & work site: _____

5. Name of Immediate Supervisor: _____

6. Please state date(s) of the event or series of events causing the complaint: _____

7. Please state your complaint including the harm alleged and policy violated: _____

8. Please state specific facts of which you are aware to support your complaint and

the names of any witnesses who may be able to corroborate your statements (list

all details and attach additional sheets if necessary): _____

9. Please state the remedy sought: _____

10. If you will be represented in pursuing your complaint, please identify that

individual(s) or organization (if known): _____

Name: _____

Address: _____

Telephone: _____ Email _____

Signature

Date Submitted

Adopted: December 19, 2018