

Frederick County Public Schools

Complaint of Discrimination/Prohibited Harassment and/or Retaliatory Conduct Form

Please complete the form to the best of your ability.

Today's Date: _____

Name of Complainant: _____

School Name: _____

Phone Number: _____

E-mail: _____

Preferred Method of Contact: ☐ Phone ☐ E-mail ☐ Other: _____

Title: ☐ Student ☐ Employee ☐ Volunteer ☐ Guest/Other _____

Incident Date: _____

Incident Time: _____

Incident Location:

- ☐ School Building
- ☐ School Grounds
- ☐ School Activity
- ☐ Off Campus
- ☐ School Sponsored Event

Type of Incident:

- ☐ Discrimination
- ☐ Harassment
- ☐ Violence
- ☐ Retaliation

Basis for Complaint:

- ☐ Race
- ☐ Color
- ☐ National Origin
- ☐ Age
- ☐ Religion
- ☐ Sex
- ☐ Gender
- ☐ Gender Identity
- ☐ Disability
- ☐ Veteran Status
- ☐ Political Affiliation
- ☐ Sexual Orientation
- ☐ Marital Status
- ☐ Pregnancy/Parenting

Specific Location: _____

Name of person you believe harassed/discriminated against you (Respondent): _____

School Name: _____

Title: ☐ Student ☐ Employee ☐ Student ☐ Volunteer ☐ Guest/Other _____

Phone Number: _____

E-mail: _____

Witness 1: _____

School Name: _____

Title: ☐ Student ☐ Employee ☐ Student ☐ Volunteer ☐ Guest/Other _____

Phone Number: _____

E-mail: _____

Witness 2: _____

School Name: _____

Title: ☐ Student ☐ Employee ☐ Student ☐ Volunteer ☐ Guest/Other _____

Phone Number: _____

E-mail: _____

Frederick County Public Schools

Complaint of Discrimination/Prohibited Harassment and/or Retaliatory Conduct Form (continued)

Page 2

Witness 3: _____ School Name: _____

Title: ☐ Student ☐ Employee ☐ Volunteer ☐ Guest/Other _____

Phone Number: _____ E-mail: _____

Description of Incident (this can be brief; a full statement will be taken by the investigator):

Signature of Complainant: _____ Date: _____

Signature of Parent (If Complainant is a Student): _____ Date: _____

Complaint Received By: _____ Date: _____

Related Policies:

Policy 429P, Students- Prohibition Against Harassment and Retaliation

Policy 506P, Personnel- Prohibition Against Harassment and Retaliation