

# Carmel Clay Schools

## Discrimination, Harassment, and Title IX Complaint Form

Instructions: Complete and submit this form regarding an act that you believe was discriminatory or harassing. Help in completing the form or answering follow up questions is available by contacting Sara Inskeep at [sinskeep@ccs.k12.in.us](mailto:sinskeep@ccs.k12.in.us).

Please provide as much information as possible to enable the investigation. Refer to School Board Policy 4362 for additional information. This completed form must be submitted to the district's Title IX and Anti-Discrimination Coordinator (email to [sinskeep@ccs.k12.in.us](mailto:sinskeep@ccs.k12.in.us)) in order to be a formal complaint.

-----  
Alleged Basis of harassment or discrimination (check all that apply):

- Age
- Race
- Religion
- Sex (including gender identity or sexual orientation)
- Color
- National Origin
- Other (please specify)

### Target Information

Target's name: \_\_\_\_\_ School: \_\_\_\_\_

Home Address: \_\_\_\_\_

Primary phone number: \_\_\_\_\_

-----  

### Complaint Information

Date(s) of discriminatory occurrence: \_\_\_\_\_

Location: \_\_\_\_\_

Name(s) of Offender: \_\_\_\_\_

Describe what happened that you believe was discriminatory (use extra paper if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List names of school personnel who were involved: \_\_\_\_\_

\_\_\_\_\_

If others were affected by the alleged violation/discrimination, please list their names:

---

If others witnessed the alleged violation, please list their names:

---

If you have had an initial discussion with a staff member or supervisor concerning the complaint, please give the date of discussion, summarize the conversation, and include the name of the person with whom you spoke:

---

---

---

If you wish, describe the corrective action(s) you would like to be taken:

---

---

Are you interested in the informal resolution process (i.e., mediation)? Yes or No \_\_\_\_\_

Do you have any documentation related to this complaint (i.e., notes, emails, text messages, photos, etc)? If so, please attach it to this form.

**I certify that the above statements are true.**

**Complainant's signature** \_\_\_\_\_ **Date Filed** \_\_\_\_\_