



**STUDENT / PARENT COMPLAINT FORM**

This form may be used as part of the Board's Complaint/Grievance Procedure by students or parents who wish to initiate a formal written complaint involving violations of the Board's Policies of Student Bullying Prevention, Sexual Discrimination and Harassment, Racial Harassment, or other violations of law or policy directly affecting the rights of the complaining party.

Date: \_\_\_\_\_ School: \_\_\_\_\_

Name of complaining party: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Does this complaint involve physical violence or the threat of physical violence or injury?  No  Yes

Has there been a threat of suicide in connection with this incident / complaint?  No  Yes

If yes, please provide additional details: \_\_\_\_\_

Provide a complete description / explanation of the complaint, including the date of the incident on which the complaint is based, names of students or others responsible or involved in the incident, names of witnesses, and all other relevant facts. Use the back or attach additional paper as needed.

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

Describe any earlier efforts to resolve this matter or the reasons no such efforts were pursued.

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

What specific remedy or corrective action are you seeking?

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

\_\_\_\_\_  
Signature of complaining party

Please note that the submission of a complaint does not automatically substantiate that misconduct has occurred.

The school administration has the prerogative to investigate any allegations of wrongdoing.