

Vol. 34 #3 Policy Update - Civil Rights Complaints 

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Policy Update

A Guide to Current Policy Issues

The updated language contained in these policies, and accompanying regulations and exhibits is consistent with the Iowa Department of Education guidance released July 2025 and updated January 2026, and consistent with state and federal laws. The IASB Policy Reference Manual provides samples of these policies and districts should adopt policies to reflect their district's culture. For specific questions, please contact Anna Harmon, IASB Policy and Legal Services Director, at aharmon@ia-sb.org.

Updates at a Glance

102 — Equal Educational Opportunity

102-R1 — Equal Educational Opportunity - Grievance Procedure

102-E1 — Equal Educational Opportunity Annual Notice of Nondiscrimination

102-E2 — Equal Educational Opportunity Continuous Notice of Nondiscrimination

102-E3 — Equal Educational Opportunity Notice of Section 504 Student and Parental Rights

102-E4 — Equal Educational Opportunity Discrimination Complaint Form

102-E5 — Equal Educational Opportunity Witness Disclosure Form

102-E6 — Equal Educational Opportunity Disposition of Complaint Form

IASB Sample Policy Update Details

102 – Equal Education Opportunity

The protected classes identified in this policy were updated to align with the current Iowa law and DE Guidance updated in January 2026.

102 R (1) Equal Education Opportunity - Grievance Procedure and **Exhibits 102 E1-E6** reflect changes in Policy 102

102 - Equal Educational Opportunity

Adoption Date: 06/22/2021

History: 10/11/2022 (reviewed), 10/26/2021(updated), 9/26/23 (reviewed), 9/10/24 (reviewed), 2/11/25 (updated), 7/1/25 (updated), 7/22/25 (updated), 9/9/25 (reviewed)

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same educational opportunity.

The Iowa City Community School District does not discriminate **in its educational programs, activities and employment practices** on the basis of race, color, national origin, sex, disability, religion, creed, **sexual orientation, gender identity**, age (for employment), **actual or potential parental, family, or** marital status (for programs), **sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices.** The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy **or for information about the district's grievance procedures,** please contact Nick Proud, Chief Human Resources Officer, at proud.nick@iowacityschools.org, 2255 North Dubuque Road, Iowa City, Iowa 52245, (319) 688-1000. If you are unsure how to proceed or would like assistance in discussing your options, you may also contact Janet Abejo-Parker, Ombuds, ombuds@iowacityschools.org or (319) 688-1312.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Inquiries by students regarding compliance with equal educational opportunity laws and policies, including but not limited to complaints of discrimination, are directed to Nick Proud, Chief Human Resources Officer, proud.nick@iowacityschools.org, 2255 North Dubuque Road, Iowa City, Iowa 52245, (319) 688-1000.

Inquiries by students regarding compliance with equal educational opportunity **and affirmative action** laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the **Region VII** Office of Civil Rights, U.S. Department of Education, **John C. Kluczynski Federal Cesar E. Chaves Memorial** Building, **230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576** **OCR.Chicago@ed.gov**, **1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, (303)844-5695 FAX: (303) 844-4303, TDD: (800) 877-8339, Email: OCR.Denver@ed.gov** the Iowa Civil Rights Commissioner, 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Policy References:

Legal Reference:

- 20 U.S.C. §§ 1221 et seq.
- 20 U.S.C. §§ 1681 et seq.
- 20 U.S.C. §§ 1701 et seq.
- 29 U.S.C. § 206 et seq.
- 29 U.S.C. § 794
- 42 U.S.C. §§ 2000d and 2000e.
- 42 U.S.C. §§ 12101 et seq.

34 C.F.R. Pt. 100.
34 C.F.R. Pt. 104.
Iowa Code §§ 216.6; 216.9; 256.11;
280.3. 281 I.A.C. 12.

Cross Reference:

101 Educational Philosophy of the School District
104 Anti-Bullying/Harassment Policy
104.R1 Anti-Bullying/Harassment Policy - Investigation Procedures
104.E1 Complaint Form
104.E2 Witness Disclosure Form
104.E3 Disposition of Complaint Form
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506.1E3 Request for Hearing on Correction of Education Records
506.1E4 Request for Examination of Education Records
506.1E5 Notification of Transfer of Education Records
506.1E6 Letter to Parent Regarding Receipt of a Subpoena
506.1E7 Juvenile Justice Agency Information Sharing Agreement
506.1E8 Annual Notice
603.1 Basic Instruction Program
603.4 Multicultural/Gender Fair Education
802.5 Buildings & Sites Adaptation for Persons with Disabilities

102.R1 - Discrimination Complaint Process

Adoption Date: 06/22/2021

History: 10/26/2021 (updated), 10/11/2022 (updated), 9/26/23 (reviewed), 9/10/24 (reviewed), 3/11/25 (updated), 7/1/25 (updated), 7/22/25 (updated), 9/9/25 (reviewed)

~~It is the policy of~~ The Iowa City Community School District ~~does not to~~ discriminate ~~in its educational programs, activities and employment practices~~ on the basis of race, color, national origin, sex, disability, religion, creed, ~~sexual orientation, gender identity, age~~ (for employment), ~~actual or potential parental, family, or marital status~~ (for programs), ~~sexual orientation, gender identity, and socioeconomic status~~ (for programs) ~~in its educational programs and its employment practices~~. There is a complaint procedure for processing complaints of discrimination. If you have questions or a complaint related to this policy ~~or for more information about the district's grievance procedures please~~, please contact the Human Resources Department, 2255 North Dubuque Road, Iowa City, Iowa 52245, (319) 688-1000. If you are unsure how to proceed or would like assistance in discussing your options, you may also contact Janet Abejo-Parker, Ombuds, ombuds@iowacityschools.org or (319) 688-1312.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal complaint procedures outlined below. Use of the informal or formal complaint procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail themselves of this complaint procedure may do so by filing a complaint with the Human Resources Department. An alternate will be designated in the event it is claimed that the superintendent or designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The designee shall assist the Complainant as needed.

Investigation

Within 15 working days, the Human Resources Department will begin the investigation of the complaint or appoint a qualified person to undertake the investigation. If the Complainant is under 18 years of age, the Human Resources Department shall notify their parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint ("Respondent") to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
 - Employees shall not refuse to participate in an investigation when requested by HR or another District official.
 - Employees shall provide accurate, truthful and complete information concerning any complaint or investigation
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Complainant and respondent shall receive a status update from the Human Resources Department once every 20 working days throughout the course of the investigation. Within 60 working days, the Human Resources Department shall complete the investigation and issue a report with respect to the findings.

Decision

The Human Resources Department shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. The Complainant should be notified through an in-person meeting. In addition, notification shall be made by U.S. mail, first class or electronic mail. The Respondent may be notified through an in-person meeting, and must also receive notification through U.S. mail, first class or electronic mail.

In addition, the investigator (if someone other than the principal) will provide the school administration a copy of the investigation report and directions for any needed follow-up or next steps. When appropriate, materials and contract information for additional district offices that can provide support for individuals involved in the complaint or investigation will be provided as part of the close-out process (this should come from the principal or direct supervisor).

Appeal

The complaint is closed after the Human Resources Department has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why they believe the decision should be reconsidered. The Human Resources Department shall promptly forward all materials relative to the complaint and appeal to the superintendent or designee. Within 30 working days, the superintendent or designee shall affirm, reverse, amend the decision, or direct the human Resources Department to gather additional information.

The superintendent or designee shall notify the Complainant, Respondent, and the Human Resources Department of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class. Additional notification, such as an in-person meeting or email, may be made to supplement U.S. mail notification.

The decision of the superintendent or designee shall be final.

Additional Information

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

Policy Reference:

Legal Reference:

Iowa Code § 216.6; 216.9; 256.11; 280.3

281 I.A.C 12

20 U.S.C. §§ 1221

20 U.S.C. §§ 1681

20 U.S.C. §§ 1701

29 U.S.C. § 206

29 U.S.C. §§ 794

42 U.S.C. § 12101

42 U.S.C. § 2000d

42 U.S.C. § 2000e

34 C.F.R. Pt. 100

34 C.F.R. Pt. 104

102.E1 - Annual Notice of Nondiscrimination

Adoption Date: 06/22/2021

History: 10/26/2021(updated), 10/11/2022 (reviewed), 9/26/23 (reviewed), 9/10/24 (reviewed), 3/11/25 (updated), 7/1/25 (updated), 7/22/25 (updated), 9/9/25 (reviewed)

The Iowa City Community School District offers career and technical programs in the following areas of study:

- Business Education
- Family and Consumer Sciences Education
- Industrial Education
- Health Occupations Education
- Agriculture (28E Agreement with Clear Creek Amana)
- Applied science, technology, engineering, manufacturing and construction
- Arts, communication and information systems
- Business, finance, marketing, and management
- Health Science
- Human Services

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Policy References:

Legal Reference:

20 U.S.C. §§ 1221 et seq.
20 U.S.C. §§ 1681 et seq.
20 U.S.C. §§ 1701 et seq.
29 U.S.C. § 206 et seq.
29 U.S.C. § 794
42 U.S.C. §§ 2000d and 2000e.
42 U.S.C. §§ 12101 et seq.
34 C.F.R. Pt. 100.
34 C.F.R. Pt. 104.
Iowa Code §§ 216.6; 216.9; 256.11; 280.3.
281 I.A.C. 12.

Cross Reference:

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104 Anti-Bullying/Harassment Policy
104.R1 Anti-Bullying/Harassment Policy - Investigation Procedures

104.E1 Complaint Form
104.E2 Witness Disclosure Form
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502.3R1 Student Expression and Student Publications Regulation
506.1 Education Records Access
506.1R1 Use of Education Records Regulation
506.1E1 Request of Nonparent for Examination or Copies of Education Records
506.1E2 Authorization for Release of Education Records
506.1E3 Request for Hearing on Correction of Education Records
506.1E4 Request for Examination of Education Records
506.1E5 Notification of Transfer of Education Records
506.1E6 Letter to Parent Regarding Receipt of a Subpoena
506.1E7 Juvenile Justice Agency Information Sharing Agreement
506.1E8 Annual Notice
603.1 Basic Instruction Program
603.4 Multicultural/Gender Fair Education
802.5 Buildings & Sites Adaptation for Persons with Disabilities

102.E2 - Continuous Notice of Nondiscrimination

Adoption Date: 06/22/2021

History: 10/26/2021(updated), 10/11/22 (reviewed), 9/26/23 (reviewed), 9/10//24 (reviewed), 3/11/25 (updated), 7/1/25 (updated), 7/22/25 (updated), 9/9/25 (reviewed)

It is the policy of the Iowa City Community School District to not discriminate in its educational programs, activities or employment practices on the basis of race, color, national origin, sex, disability, religion, creed, sexual orientation, gender identity age (for employment), and actual or potential parental, family or marital status. (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy or for information about the district's grievance procedures, please contact Nick Proud, Chief Human Resources Officer, proud.nick@iowacityschools.org, 2255 North Dubuque Road, Iowa City, Iowa 52245, (319) 688-1000. If you are unsure how to proceed or would like assistance in discussing your options, you may also contact Janet Abejo-Parker, Ombuds, ombuds@iowacityschools.org or (319) 688-1312.

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20 U.S.C. §§ 1701 et seq.
29 U.S.C. § 206 et seq.
29 U.S.C. § 794
42 U.S.C. §§ 2000d and 2000e.
42 U.S.C. §§ 12101 et seq.
34 C.F.R. Pt. 100.
34 C.F.R. Pt. 104.
Iowa Code §§ 216.6; 216.9; 256.11; 280.3.
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506.1E8 Annual Notice
603.1 Basic Instruction Program
603.4 Multicultural/Gender Fair Education
802.5 Buildings & Sites Adaptation for Persons with Disabilities

102.E3 - Notice of Section 504 Student and Parental Rights

Adoption Date: 06/22/2021

History: 10/26/21 (reviewed) 10/11/22 (reviewed), 9/26/26 (reviewed), 9/10/24 (reviewed), 7/1/25 (updated), 7/22/25 (updated), 9/9/25 (reviewed)

The Iowa City Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet their individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities; Receipt of free educational services to the extent they are provided students without disabilities;
- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

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Policy References:

Legal Reference:

20 U.S.C. §§ 1221 et seq.
20 U.S.C. §§ 1681 et seq.
20 U.S.C. §§ 1701 et seq.
29 U.S.C. § 206 et seq.
29 U.S.C. § 794
42 U.S.C. §§ 2000d and 2000e.
42 U.S.C. §§ 12101 et seq.
34 C.F.R. Pt. 100.
34 C.F.R. Pt. 104.
Iowa Code §§ 216.6; 216.9; 256.11; 280.3.
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Cross Reference:

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DISCRIMINATION COMPLAINT FORM

Date of complaint	
Name of Complainant	
Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else):	
Who or what entity do you believe discriminated against you (or someone else)?	
Date and place of alleged incident(s):	
Names of any witnesses (if any)	

Nature of discrimination alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>		<input type="checkbox"/>	

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against. Please be as specific as possible and attach additional pages if necessary.

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

Discrimination Complaint Form

This form may be used by students, parents/guardians, staff, or community members to report concerns related to discrimination, harassment, retaliation, or other civil rights concerns.

Date of complaint:	
Name of Complainant or Reporting Party:	
Role of person submitting complaint <i>(Check One)</i> :	<input type="checkbox"/> Student <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Staff Member <input type="checkbox"/> Community Member <input type="checkbox"/> Other: _____ Phone: _____ Email: _____
Who is the complaint about?	<input type="checkbox"/> Student <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Staff Member <input type="checkbox"/> Community Member <input type="checkbox"/> Other: _____ Phone: _____ Email: _____
Name(s) of person(s) affected <i>(if known)</i> :	School or location associated with concern:
Type of Concern: If known, please select the type of concern. <i>(Check one)</i>	<input type="checkbox"/> Discrimination <input type="checkbox"/> Harassment / Bullying <input type="checkbox"/> Retaliation <input type="checkbox"/> Civil Rights Concern <input type="checkbox"/> Unsure
Basis of Concern <i>(If known)</i> : Please check any category that may apply. <i>(Check all that apply)</i>	<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Sex <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Actual or potential parental, family, or marital status <input type="checkbox"/> Pregnancy or related conditions <input type="checkbox"/> Disability <input type="checkbox"/> Religion <input type="checkbox"/> Age <input type="checkbox"/> Other characteristic protected by law or district policy: _____

Date(s) of incident:	
Location(s) of incident:	
Person(s) involved in the incident:	
First and Last Name(s) of witnesses (if known):	

Description of the Concern

Please describe what happened in the space below. Include as much detail as possible. *(Attach additional pages if necessary.)*

- What occurred?
- Who was involved?
- What impact did it have?

Has this concern been reported previously to school staff or administration?

Yes

No

If yes:

Who was notified? _____ Date reported: _____

I certify that the information provided is accurate to the best of my knowledge.

Signature: _____

Printed Name: _____

Date: _____

WITNESS DISCLOSURE FORM

Name of Witness:	
Date of interview:	
Date of initial complaint:	
Name of Complainant (include whether the Complainant is a student or employee):	
Date and place of alleged incident(s):	

Nature of discrimination alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>		<input type="checkbox"/>	

Description of incident witnessed:

Additional information:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

Witness Disclosure Form

This form is used to document information provided by individuals who may have witnessed or have knowledge of an incident related to discrimination, harassment, bullying, retaliation, or other civil rights concerns.

Date statement provided:	
Name of Witness:	
Role:	<input type="checkbox"/> Student <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Staff Member <input type="checkbox"/> Community Member <input type="checkbox"/> Other: _____ Phone: _____ Email: _____
Who is the complaint about?	<input type="checkbox"/> Student <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Staff Member <input type="checkbox"/> Community Member <input type="checkbox"/> Other: _____ Phone or Email (optional): _____
Date(s) of incident(s):	
Location(s) of incident(s):	
Name(s) of person(s) affected (if known):	
Any other person(s) involved in the incident (if known):	
Basis of Concern (If known): Please check any category that may apply. (Check all that apply)	<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Sex <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Actual or potential parental, family, or marital status <input type="checkbox"/> Pregnancy or related conditions <input type="checkbox"/> Disability <input type="checkbox"/> Religion <input type="checkbox"/> Age <input type="checkbox"/> Other characteristic protected by law or district policy: _____

Witness Statement

Please describe what you observed or what you know about the incident. Include as much detail as possible.
(Attach additional pages if necessary.)

- What did you see or hear?
- Where were you when this occurred?
- Who was present?
- What happened before and after the incident?

Do you have any additional information that may help with the investigation?

- Yes
- No

If yes, please state it below:

I certify that the information provided is accurate to the best of my knowledge.

Signature: _____

Printed Name: _____

Date: _____

DISPOSITION OF COMPLAINT FORM

Date:	
Date of initial complaint:	
Name of Complainant (include whether the Complainant is a student or employee):	
Date and place of alleged incident(s):	
Name of Respondent (include whether the Respondent is a student or employee):	

Nature of discrimination alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>		<input type="checkbox"/>	

Summary of Investigation:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

Disposition of Complaint Form

This form documents the outcome of a complaint investigation related to discrimination, harassment, bullying, retaliation, or other civil rights concerns.

Date of complaint received:	
Date investigation initiated:	
Date investigation completed:	
Name of Complainant or Reporting Party:	
School/Location:	
Investigator:	
Complainant:	
Name(s) of person(s) affected (if known):	
Respondent (person alleged to have engaged in conduct):	
Summary of Complaint: Provide a brief summary of the allegation.	
Basis of Concern (If known): Please check any category that may apply. (Check all that apply)	<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Sex <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Actual or potential parental, family, or marital status <input type="checkbox"/> Pregnancy or related conditions <input type="checkbox"/> Disability <input type="checkbox"/> Religion <input type="checkbox"/> Age <input type="checkbox"/> Other characteristic protected by law or district policy: <div style="border: 1px solid black; height: 15px; width: 100%; margin-top: 5px;"></div>

Investigation Conducted:

The following steps were taken during the investigation (check all that apply):

- Interviewed complainant
- Interviewed respondent
- Interviewed witnesses
- Reviewed written statements
- Reviewed relevant documents or records
- Reviewed electronic or digital evidence
- Other investigative actions: _____

Findings:

Based on the investigation, the following determination was made:

- Allegation substantiated (policy violation occurred)
- Allegation not substantiated (insufficient evidence to determine violation)
- Allegation unsubstantiated (evidence indicates no policy violation)
- Other determination: _____

Notification:

The following parties were notified of the outcome:

- Complainant notified
- Respondent notified
- Building administration notified
- District administration notified

Date(s) of notification: _____

Actions Taken:

As a result of the investigation, the following actions were taken (check all that apply):

- Corrective action implemented
- Staff coaching or guidance
- Student intervention
- Administrative action
- Policy reminder or communication
- Training or educational support
- Other action: _____

Specific disciplinary actions may be confidential and maintained in accordance with applicable laws and district policy.

Case Disposition

Final disposition of the complaint:

- Complaint resolved
- Corrective action implemented
- No policy violation found
- Other outcome: _____

Signature:

I certify that the information provided is accurate to the best of my knowledge.

Signature: _____

Printed Name: _____

Date: _____