



## STUDENT COMPLAINT

Complainant/Victim: \_\_\_\_\_ Home Address: \_\_\_\_\_  
Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Date(s) / Time(s) of incident(s): \_\_\_\_\_  
Name(s) alleged perpetrator(s): \_\_\_\_\_  
Location of incident(s): \_\_\_\_\_  
Name(s) of witness(es): \_\_\_\_\_

**Describe the incident(s) as clearly as possible, including, what was said, whether any physical contact or force occurred, and what harm, if any, resulted from the incident (attach additional pages if necessary):**

- I have the right to be free of retaliation for filing this complaint. I agree to report, immediately, any conduct that I believe is motivated by retaliation for filing this form. Examples of retaliation include, but are not limited to, threats, assault, rumor spreading, and encouraging ostracism by others.
- I understand that the Canyons School District is not an advocate for either the complaining or responding parties. The role of the Canyons School District is to investigate the complaints from a neutral position and to determine whether violations of district policy have occurred.
- I hereby represent that the information provided herein is true, correct, and complete to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Information for Person Filing a Complaint

### Overview of Investigative Process

If additional information from you is needed, you will be contacted for a follow-up interview. The investigation will also include interviews with the person against whom the complaint is made, witnesses, and maybe others identified as having pertinent information.

The investigator will consider all the evidence and will make findings of fact and conclusions as to whether any District policies have been violated. If appropriate, disciplinary action may be taken against the accused, and other actions may be taken to address the effects on you and the school environment.

### Confidentiality

The investigation will be conducted in a reasonably confidential manner. However, witnesses and others with pertinent information may need to be made aware of sufficient facts to elicit their verbal/written statements. The investigator will take measures to protect confidentiality of the you and the accused, including directing all witnesses to refrain from disseminating information related to the complaint and investigation. Those who are accused will be provided with the information you have provided about the incident so they have an opportunity to respond to its contents.

You should also keep the complaint and investigation confidential. Do not discuss the facts of your complaint with other students or employees; however, you should discuss these facts with your parents. The school will be contacting your parents about your complaint and this investigation, unless there are extenuating circumstances not to do so.

### No Contact

You should avoid contact with the accused. This includes written, electronic, verbal, and in-person contact. If contact with the accused seems unavoidable in the school, please notify the investigator or Building Administrator so the issue can be reviewed and necessary changes, if any, made at the school.