

**NONDISCRIMINATION AND ANTI-HARASSMENT**  
*(Grievance Form)*

This form provides the opportunity for an individual to report violation(s) of Board policy AC and to secure an equitable, prompt and satisfactory solution. This procedure shall be implemented in compliance with Board policy AC and regulation AC-R. At each level of submission, a copy of this form is to be filed with the district nondiscrimination compliance coordinator.

**Grievant's Information**

Name: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

If the grievant is a *student*, please complete the following:

Grade: \_\_\_\_\_ Homeroom/Classroom Number: \_\_\_\_\_

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

Name of Parent/Guardian: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

If the grievant is an *employee*, please complete the following:

Title: \_\_\_\_\_

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

If the grievant is not an employee or student, please complete the following:

Relationship to the District: \_\_\_\_\_

**Confidentiality**

Information regarding an investigation of alleged harassment/discrimination shall be kept confidential to the extent possible. Individuals involved in the investigation shall not discuss information regarding the complaint outside of the investigation process.

FILE: AC-AF1  
Critical

**Harassment/Discrimination Grievance** (Use additional sheet(s) if necessary.)

Identify the harassment/discrimination that you allege has occurred. Be complete and use full names/titles, dates, exact locations and specific occurrences, if appropriate.

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List any names of any witnesses to the alleged misconduct:

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What results are you seeking by filing this form? (Use additional sheet(s) if necessary.)

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I have read policy AC and regulation AC-R including the time limits and other provisions governing the grievance process.

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian (if minor is issuing grievance)  
(Not required to file grievance.)

\_\_\_\_\_  
Date

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*Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.*

Implemented:

Jefferson City School District, Jefferson City, Missouri