

DISCRIMINATION REPORT FORM
(To be completed by person to whom charge is reported.)

Complainant _____

If Complainant is a Student, Name of Parent _____

Home Address (include city, state, zip code) _____

District Facility Employed By or Attended _____
(include city, state, zip code)

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Name of person you believe discriminated against you (or your child) _____

List any witnesses that were present _____

Where did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary.)

This complaint is filed based on my honest belief that _____
has discriminated against me / my child. I hereby certify that the information I have provided in this complaint
is true, correct, and complete to the best of my knowledge and belief.

Complainant (or Parent's) Signature _____ Date _____

Received by _____ Date _____

SAMPLE QUESTIONS FOR INTERVIEWING STUDENT WITNESSES

1. What is your name? Telephone number? Address?
2. How old are you? What grade are you in?
3. Do you know _____?
4. How do you know him/her? Have you taken any classes from him/her? What class(es)? When? Were you in the class the whole year?

Where else do you come into contact with him/her?

5. Have you ever seen or heard _____ do anything you consider to be inappropriate for a teacher/employee?

How has this individual bothered you?

6. What specifically did he/she do?
7. Did you see/hear it yourself?
8. Who else was there?
9. When did it happen (for each incident)? [Approximate time frame]
10. What seemed to be the thing that caused _____ to do/say what he/she did?

What did you do?

11. Was there anything that prompted him/her?
 - Pictures?
 - Topics?
 - Certain people?
12. What did his/her mood seem to be when these incidents occurred?
 - Joking?
 - Angry?
 - Mysterious?
13. How did you feel after these things happened?
14. Did he/she ever have any inappropriate displays? Exhibits? Pictures?

Has this ever happened before? Tell me about it.
15. Have you ever seen or heard any other teachers do similar inappropriate things?
16. Is _____ the only one?
17. What did the class/you/the person do after _____ did/said what he/she did?
Did anyone ever tell him/her to stop?
18. Did you tell anyone about the incident? Your family?
19. Has anyone else told you about anything inappropriate that _____ did?