



## Complaint Reporting Form Bend-La Pine Schools

This form is to be used to file any complaints concerning discrimination, harassment (including sexual harassment), intimidation, bullying, cyberbullying, menacing, hazing, teen dating violence, sexual conduct with a student by a district employee, sexual violence, and/or a bias incident\*

**Complaints can be filed by students, employees and third parties.  
If you are a student or volunteer, you may make this complaint anonymously.**

<b>Your Name:</b>	<b>Date:</b>
<b>Your Status (e.g. student, parent, employee, visitor):</b>	
<b>Phone Number:</b>	<b>Email Contact:</b>

<b>Is the complainant / victim a student, employee, parent/guardian, visitor, or other? (explain):</b>
<b>Against whom are you filing the complaint? Please list the name(s) of individuals along with their status (e.g. student, employee, volunteer, visitor):</b>

<b>How did you come to learn of the incident(s)?</b>	
<input type="checkbox"/> I am the complainant / victim	<input type="checkbox"/> The victim reported the incident to me
<input type="checkbox"/> A third party reported the incident(s) to me	<input type="checkbox"/> I witnessed the incident(s)
<b>On what date(s) did you learn of the incident(s)?</b>	
<b>Where did the incident(s) occur?</b>	

<b>Please describe the incident(s) at issue below (and on additional pages as necessary). Be as specific as possible, including information about the people involved and any witnesses.</b>
<b>Remedy Requested:</b>

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\_\_\_\_\_  
Signature & Date

**Upon completion, submit this form to the school principal, site administrator, Superintendent or Board Chair**

\* District policies and regulations reference:

[AC-BP: Non-Discrimination](#) / [AC-AR: Discrimination Complaint Procedure](#) / [ACB-BP: Every Student Belongs](#) / [ACB-AR: Bias Incident Complaint Procedure](#)  
[GBN/JBA-BP: Sexual Harassment](#) / [JFCF-BP: Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence](#) / [GBEA-AR: Workplace Harassment Reporting & Procedure](#) / [GBNAB/JHFE-AR: Reporting of Suspected Abuse of a Child](#) / [GBNA-AR: Hazing, Harassment, Intimidation, Bullying, Menacing or Cyberbullying - Staff](#)