

**MANTECA UNIFIED SCHOOL DISTRICT  
SEXUAL HARASSMENT COMPLAINT FORM**

The School Board encourages the early, informal resolution of complaints at the school site level. Please report your concerns to your school principal or vice principal first unless that person is the one you're complaining about. The school principal/vice principal shall advise the complainant of the right to file a written complaint with the District Complaint/Compliance Officer via mail at P.O. Box 32, Manteca, CA 95336, or delivered to the District Office at 2271 W. Louise Ave., Manteca, or through email at [complaints@musd.net](mailto:complaints@musd.net). All sexual harassment complaints will be investigated and responded to in accordance with Board Policy 5145.7 (Students) or 4119.11 (All Personnel) as appropriate. All policies and procedures for other types of complaints are available on the District Website.

The School Board prohibits retaliation in any form for the filing of a complaint or participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant or persons involved in the complaint investigation/resolution process. The identification of a complainant will remain confidential as appropriate.

Name:	First:	Last:	
I am a:	<input type="checkbox"/> Student	<input type="checkbox"/> Certificated Employee	<input type="checkbox"/> School Administrator
	<input type="checkbox"/> Parent	<input type="checkbox"/> Classified Employee	<input type="checkbox"/> Other (please describe)
Street:			
City:		Zip Code	
Phone:		Email	
Today's Date:			
Date(s) of Problem(s):			
School/Department:			
Course Name or Grade Level:			
The person(s) who sexually harassed me is/are:	<input type="checkbox"/> Student	<input type="checkbox"/> Certificated Employee	<input type="checkbox"/> School Administrator
	<input type="checkbox"/> Parent	<input type="checkbox"/> Classified Employee	<input type="checkbox"/> Other (please describe)
	The name(s) of the individual(s) who discriminated, harassed, intimidated, and/or bullied me or another person is/are:		
Witness(es) to this sexual harassment is/are:	<input type="checkbox"/> Student	<input type="checkbox"/> Certificated Employee	<input type="checkbox"/> School Administrator
	<input type="checkbox"/> Parent	<input type="checkbox"/> Classified Employee	<input type="checkbox"/> Other (please describe)
	<input type="checkbox"/> There were no witness(es)		
	The name(s) of the individual(s) who witnessed this harassment and/or discrimination is/are:		
This sexual harassment has already been reported to the following:	<input type="checkbox"/> Student	<input type="checkbox"/> Certificated Employee	<input type="checkbox"/> School Administrator
	<input type="checkbox"/> Parent	<input type="checkbox"/> Classified Employee	<input type="checkbox"/> Other (please describe)
	<input type="checkbox"/> I have not reported this incident(s) to anyone before		
	The name(s) of the individual(s) who were told about this incident(s) is/are:		
I have discussed my complaint with this person:	<input type="checkbox"/> Yes		
	<input type="checkbox"/> No		
	Date(s) of conversation(s):		
The type of sexual harassment this person engaged in was:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Written (including emails)	<input type="checkbox"/> Physical
	Please give examples of what was done:		
Please describe your complaint in detail. You may attach additional pages if necessary to fully describe the situation.	<u>Specific nature of the complaint; include names, dates, times, locations, witnesses, etc.:</u>		

Please describe previous attempts to stop this sexual harassment.	<u>Dates and results of any previous meetings with site/district personnel regarding your concerns:</u>
What would you like the District to do as a result of your complaint?	<u>Suggested remedy:</u>

Signature \_\_\_\_\_

Date \_\_\_\_\_

The School Board prohibits retaliation in any form for the filing of a complaint or participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant or persons involved in the complaint investigation/resolution process. The identification of a complainant will remain confidential as appropriate.

If applicable, explain why you believe that you were retaliated against for filing a sexual harassment complaint.	<u>Please give examples of retaliation:</u>
---	---

Signature \_\_\_\_\_

Date \_\_\_\_\_