

**PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT AND
RETALIATION
(Grievance Form)**

Special Rules for Sexual Harassment and Related Retaliation Cases

If you file a grievance on this form alleging sexual harassment (or retaliation for participating in a sexual harassment case resolution) without having first reported your complaint to the district's Title IX coordinator for review under policy ACA. The steps and timelines of this policy AC grievance process will be paused pending that review. If the title IX coordinator is the subject of the complaint, the AC compliance officer or alternate compliance officer will process the complaint.

Once completed, file this form with the compliance officer. If you have any questions or need assistance, contact the compliance officer at 555 E. Terra Ln., O'Fallon, MO 63366 or (636) 272-6620.

Grievant's Contact Information

Name: _____

Address: _____

Phone Number(s): _____

School (if applicable): _____

Relationship to the District: Student Parent/Guardian Employee Other _____

Discrimination/Harassment/Retaliation Grievance (Use additional sheets if necessary.)

Please list all factual information you have regarding the alleged discrimination, harassment or retaliatory actions, as well as the reasons you believe these actions violate district policy. Be complete and use full names/titles, dates, exact locations and specific occurrences, if appropriate.

List the names of witnesses to the alleged misconduct.

List the names of any person who may have been victims of this alleged discrimination/harassment/retaliation.

Have you brought your concern to the attention of a district employee or any other person? If so, list the names of those individuals.

What results are you seeking by filing this form?

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

Signature of Grievant

Date

Approved: August 16, 1993
Revised: August 15, 1994
Revised: August 17, 1998
Revised: August 19, 2002
Revised: June 28, 2007
Revised: June 27, 2016
Revised: June 28, 2021

Fort Zumwalt School District, O'Fallon, Missouri