

**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 and having been advised by the Title IX coordinator that you may proceed under policy AC's grievance process, your filed documents will be routed to the Title IX coordinator for review under policy ACA. The steps and timelines of the 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 officers. If you have any questions or need assistance, contact the compliance officers at:

Employees/Students – Title IX
Assistant Superintendent of Human Resources
St. Charles R-VI School District
400 North Sixth Street
St. Charles, MO 63301
Phone: 436-443-4005 / Fax: 636-443-4066
Email:

Students – ADA/504
Director of Special Education
St. Charles R-VI School District
400 North Sixth Street
St. Charles, MO 63301
Phone: 636-443-4086 / Fax: 636-443-4001
Email: rlewis@stcharlessd.org

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 persons 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

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

Implemented: 01/16/2008

Revised: 06/14/2012;07/19/2021

St. Charles R-VI School District, St. Charles, Missouri