If you believe that you have experienced uncivil conduct at your worksite, please complete this form and include all details necessary to best describe the incident(s) you have experienced. Once you have completed this form please forward it to the East Valley School District’s Civil Rights Compliance Officer: Jane Rausch, 3830 N Sullivan Bldg. 1, Spokane Valley, WA 99216, rauschj@evsd.org, (509) 924-1830.

Complainant Information

- Full Name ___________________________ Date __________
- Location/Department ___________________________
- Phone ___________________________ Email ___________________________

Accused Information

- Full Name ___________________________ Date __________
- Location/Department ___________________________
- Relationship to Complainant ___________________________

Witness Information

List any witnesses who may have seen or who may know something about the alleged uncivil conduct:

______________________________

Are you aware of others who may be subject to uncivil conduct by the individual against whom this complaint is made?  □ Yes  □ No

If so, who?

Incident Information

- WHEN did the alleged incident(s) occur? ___________________________
- WHERE did the alleged incident(s) occur? ___________________________

Please continue on the reverse side
Please explain the events that occurred.

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Certification

I hereby certify that the information in this complaint is true, correct and complete to the best of my knowledge.

_________________________________________  _______________________________
Complainant’s Signature                    Date Filed

_________________________________________  _______________________________
Received By                                 Date Received