



Employee Complaint & Concern Form

Use this form to report allegations of misconduct under Policy 102 (harassment, discrimination or sexual misconduct) or potential violations of student-teacher boundaries. All submissions will be reviewed timely and addressed in accordance with established procedures. We are committed to maintaining a respectful and professional work environment, and all concerns will be taken seriously and handled appropriately.

* Indicates required question

1. Reporter's Name (You can report anonymously. However, choosing not to provide contact information may limit our ability to fully investigate your concern.)

2. Reporter's email address

3. Reporter's phone number

4. Date

Example: January 7, 2019

5. Please select the site this is concerning

Mark only one oval.

- ☐ 279Online
- ☐ Arbor View
- ☐ Aspen Ridge
- ☐ Basswood
- ☐ Birch Grove
- ☐ Brooklyn Middle
- ☐ Cedar Island
- ☐ Edinbrook
- ☐ Educational Service Center (ESC)
- ☐ Elm Creek
- ☐ Fair Oaks
- ☐ Fernbrook
- ☐ Garden City
- ☐ Maple Grove Middle
- ☐ Maple Grove Senior High
- ☐ North View Middle
- ☐ Oak View
- ☐ Osseo Area Learning Center
- ☐ Osseo Education Center
- ☐ Osseo Middle
- ☐ Osseo Senior High
- ☐ Palmer Lake

- ☐ Park Brook
- ☐ Park Center Senior High
- ☐ Rice Lake
- ☐ Rush Creek
- ☐ Weaver Lake
- ☐ Willow Lane
- ☐ Woodland
- ☐ Zanewood

6. What is your concern regarding? (Check all that apply)

Check all that apply.

- ☐ Harassment
- ☐ Discrimination
- ☐ Student-teacher Boundaries
- ☐ Other:

7. My concern is about

Mark only one oval.

- ☐ A Staff Member
- ☐ Other:

8. Please identify all individuals involved in the concern/complaint and describe their role or involvement. If an incident occurred, include the date of the incident and names of any witnesses with first-hand knowledge.

9. When and where did the incident take place?

10. Please provide as many details as possible about this issue or incident.

11. Have you reported this to a staff member in the school district?

Mark only one oval.

☐ Yes

☐ No

12. If you have reported it to a staff member, who did you report it to? Include the date.

13. By checking this box, I understand that all content submitted via this form is reported in good faith. *

Mark only one oval.

☐ I understand.

14. By checking this box, I understand this reporting tool is not monitored 24/7. I am not using this tool to report an emergency, as I know emergencies should be reported immediately by calling 911. *

Mark only one oval.

☐ I understand.