

Complaint/Report of Concern

This form may be used by any Hull Christian School (“Hull Christian”) student, parent, staff member, or community member to report a complaint or concern about any matter, including (but not limited to) concerns of harassment, discrimination or retaliation.

If you have questions about filling out this form or need assistance for any reason, contact the Title IX Coordinator, (712) 439-2273 or rtentas@hullchristian.com.

Your Name: _____

How Do You Prefer We Contact You?

By Phone: _____

By E-Mail: _____

I'm a: **Staff Member**____ **Parent**____ **Student**____ **Community Member**____

1. Describe in detail what happened, where, when, and who was involved, or describe the Hull Christian program or activity about which you have a concern. (You may use as many sheets of paper as necessary).

2. Other than anyone you already listed above, provide the names of anyone who may have seen what happened or have information, and provide a brief description about what they may know:

3. Do you have any documents or other records you wish to share regarding this Complaint/Report of Concern? If yes, please indicate below and email to rtenpas@hullchristian.com.

4. If applicable, may we disclose your identity to the person(s) against whom you are filing this Complaint/Report of Concern? Yes ___ No* ___ N/A___

**If you do not give consent, Hull Christian's ability to respond may be limited. Hull Christian will still attempt, to the extent possible, to investigate and take prompt and effective action to remediate concerns.*

5. What would you like to see happen as a result of this Complaint/Report of Concern? What would you like the outcome to be?

6. Is there anything you'd like to add, that we haven't asked?

The undersigned states: The information set-forth above in this Complaint/Report of Concern is (1) true to the best of my knowledge, information, and belief, or (2) an accurate reflection of what was reported to me to the best of my knowledge, information, and belief. I give permission for an investigation to be made into this Complaint/Report of Concern. I understand that Hull Christian will take steps to prevent retaliation against me for filing this Complaint/Report of Concern, I am to notify Hull Christian if any such retaliation occurs, and reports of retaliation will be investigated and strong responsive action will be taken if retaliation is found to have occurred.

Signature: _____

Date: _____

6496963.1