

## Appendix "A"

### RCH Complaint/Incident Report

Date and Time of Incident: \_\_\_\_\_ School: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Alleged Offender: \_\_\_\_\_ Grade: \_\_\_\_\_

Nature/Type of Incident: \_\_\_\_\_

Witness(es) to the event: 1. \_\_\_\_\_ Grade: \_\_\_\_\_

2. \_\_\_\_\_ Grade: \_\_\_\_\_

3. \_\_\_\_\_ Grade: \_\_\_\_\_

Name(s) of Person to whom incident was first reported: \_\_\_\_\_

Describe the alleged harassment (attach any additional pertinent information, such as behavioral/conduct reports, physical evidence collected, etc.): \_\_\_\_\_

Classification of Complaint:       Substantiated       Unable to Substantiate

Corrective/Disciplinary Action(s): \_\_\_\_\_

Educational and Proactive Measures: \_\_\_\_\_

Outline support given/offered to the complainant to deal with emotional feelings (hurt, anger, humiliation, embarrassment, fear of reprisal): \_\_\_\_\_

Was the complaint resolved at the school level to the satisfaction of the complainant and his/her family?

Yes       No      Signature of Complainant: \_\_\_\_\_

Has the school RCH Liaison has been informed of/involved in this incident?  Yes       No

Does this Complaint/Incident require further investigation by the RCH Coordinator?  Yes       No

Signature of Principal/Designate: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to:       RCH Coordinator (original)  
                  Director of Programs and Student Services (*e-copy if possible*)  
                  Principal (copy)