

# Greer Middle College Charter High School Formal Complaint Form

Greer Middle College Charter High School takes reports made through this site seriously. Please make your report as accurate, complete and truthful as possible. Every effort will be made to evaluate your report promptly, however, the timing and manner in which Greer Middle College Charter High School responds to the report will vary depending on the information provided and whether you wish to remain anonymous.

The school's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grieving process.

Please note that every effort will be made to keep information confidential to the extent possible. If this cannot be done, please know that the information will only be shared on a need-to-know basis.

Additionally, this report may become part of **Greer Middle College's (GMC)** administrative record keeping and therefore may be available to the students to which it pertains under the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal act that protects the privacy of student education records.

Name (Leave Blank if Anonymous)

Date you learned of incident:

Complainant's Email Address: (Optional)

Who was involved in the incident?\*

Students Only

Employees of the School Only

Combination of Student(s) and Employee(s)

I do not know the individuals involved or they do not belong to my school's community

Who is/could be affected?:\*

Student(s) Employees of the School (Teacher and/or Staff) Volunteer Student Organization  
Unknown)

Other: Other Value

Date of Incident:\*

Time of Incident:

Type of Harassment:\*

Harassment      Dating Violence      Domestic Violence      Gender Based or Sexual

Harassment      Retaliation      Sexual Assault or Misconduct      Sexual

Exploitation      Stalking      Violation of Interim Measure under Policy 6.4

Workplace Climate Concerns      Unsure      Other

## Involved Individuals, Organizations or Groups

*Please list the individuals, organizations, and/or groups involved in this incident, including as many of the listed fields as you can provide.*

Name of Individual or Organization:\*

Role\*            Victim      Witness      Alleged/Accused

Reported By: ( Involved Person )

Phone:

Email:

Name of Individual or Organization:

Role:            Victim      Witness      Alleged/Accused

Reported By: (Involved Person)

Phone:

Email:

Name of Individual or Organization

Role:            Victim      Witness      Alleged/Accused

Reported By: (Involved Person)

Phone:

Email:

Name of Individual or Organization

Role            Victim      Witness      Alleged/Accused

Reported By: (Involved Person)

Phone:

Email:

## **Please provide information about your experience and/or observations.**

Where did this incident take place? If the behaviors occurred in more than one location, please select the location where the conduct began and provide further details about additional locations in the space provided for the description of the incident. \*

Computer      Other Social Media

Email      Facebook      Instagram      Snapchat      TikTok      Twitter      Zoom for

Classroom      Zoom for Meeting      Phone Call      Text Message      In person - off

campus      On campus      School bus      Parking lot      Street or sidewalk      Multiple

Locations

Please provide the specific address, if available.

Please provide a description of the incident using concise and objective language.

If you have a desired outcome, please include details here.\*

Please describe the atmosphere prior to the incident and the impact that this incident may have on the learning and/or workplace environment.

If you do not feel there is an impact to the learning and/or workplace environment, you may leave this blank.

Please provide the police report number, if applicable and available.

If the police were involved but you do not know the report number, please enter 'police involved but I do not know the report number.'

If the police were not involved, please enter N/A, in the space below.

Please remember that the timing and manner in which **GMC** addresses this report will vary depending on the information provided and whether involved parties are available for further discussion.\*

\_\_\_\_\_ You may contact me.

\_\_\_\_\_ To the extent possible, I would like to remain anonymous to involved individuals, but you may contact me.

\_\_\_\_\_ Please do not contact me.

Please list your phone number or email address, in the event that we need to contact you.

If you have filed this report anonymously or do not want to be contacted, please enter "do not contact me" in the space below.\*

## **Supporting Documentation**

*Please attach supporting templates and documents.*

*Examples may include: photos, emails or video clips)*

**File** No File Chosen