



## Memphis Community Schools Concerns / Complaints Resolution Seeking Documentation Form

*All stakeholders who are in need of a Resolution Meeting must attend meetings following the [District Chain of Command](#). Said meetings must be documented on the form below.*

For concerns/complaints involving **BULLYING, RETALIATION, HARASSMENT, and UNLAWFUL DISCRIMINATION as defined below**, following the *Chain of Command* is not required and complainants shall be allowed to immediately and directly report concerns to the District's Office of Civil Rights Compliance Officer, Mrs. Dobbelaer. The applicable OCR related complaint forms will be provided at the time of complaint notification.

### 1. [Bullying](#)

- a. any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
  - i. a. substantially interfering with a student's educational opportunities, benefits, or programs;
  - ii. b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
  - iii. c. having an actual and substantial detrimental effect on a student's physical or mental health; or d. causing substantial disruption in, or substantial interference with, the District's orderly operations.

### 2. [Retaliation](#)

- a. Retaliation means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by the 3115 Policy Series, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the 3115 Policy Series.

### 3. Harassment

#### a. [Race, Color, or National Origin Harassment](#)

- i. Race, color, or national origin harassment is unwelcome conduct based on a person's actual or perceived race, color, or national origin that creates a hostile environment or becomes a condition of continued employment. Race includes traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. Race, color, or national origin harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, or national origin harassment.

#### b. [Disability Harassment](#)

- i. Disability harassment is unwelcome conduct based on a person's actual or perceived disability that creates a hostile environment or becomes a condition of continued employment. Disability harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.

c. **Sex-Based Harassment**

- i. Harassment based on sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is: a. Quid Pro Quo Harassment  
An employee, agent, or other person authorized by the District to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

d. **Hostile Environment Harassment**

- i. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity (i.e., creates a hostile environment).

4. **Unlawful Discrimination**

- a. means to treat a person differently or less favorably due to the person's race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis or any other legally protected class, and includes unlawful harassment and retaliation based on a person's membership in a protected classification.

**Resolution Meeting Steps & Documentation Form For ALL Concerns/Complaints Unrelated to Bullying, Retaliation, Harassment and Unlawful Discrimination as Defined Above:**

**Topic Being Discussed:** \_\_\_\_\_

**Proposed Resolution:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Steps	Meeting Date	Staff Member(s) Involved	Signatures of Meeting Attendees
1: Schedule a meeting with the staff member who you are seeking resolution with.			
2: Meeting with Step 1's supervisor.			

3. Meeting with Step 2's supervisor			
4. Meeting with Step 3's supervisor (if applicable)			
5. After meeting with the Superintendent, the complainant may address the Board during public comment at an open board meeting, following <a href="#">audience participation board policy</a> . The Board will follow the audience participation policy.			