



Greater New Bedford Regional Vocational Technical High School

Student Incident/Complaint Report Form

The goal of Greater New Bedford Regional Vocational Technical High School (GNBVTHS) is to provide an education and services of academic excellence to its students and to provide equity and inclusion within the school's policies and procedures. When a student has a complaint which does not involve sexual misconduct, the school will encourage resolution through informal communication with the appropriate parties (i.e., Academic/CVTE Director, Human Resources, Academic Dept. Head) who may be able to help address and resolve the situation before a formal complaint is filed or determine that there has been an alleged violation of the School's Student Handbook and/or Employee Handbook.

All reasonable efforts will be made to maintain the confidentiality of the parties involved during the complaint process.

It is unlawful to retaliate against a student, employee or any other person in the school for filing a Student Incident/Complaint or for cooperating in an inquiry of a complaint.

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Name: _____

Today's Date: _____ **Date(s) of alleged incident(s)** _____

Location of Incident: _____

Student ID#: _____ **Year of Grad:** _____ **Dept./CVTE Shop:** _____

Name of individual(s) you believe is directly involved in the act (please include names and indicate if they are teachers, staff or students): _____

List any witnesses (please include if they are teachers, staff or students): _____

Description of the incident – please list the sequence of events, including dates, if possible, what was said and done, and any relevant facts and statements:

(If additional writing space is needed, please attach additional sheets)
