

# SEXUAL HARASSMENT AND HARASSMENT/BULLYING REPORT FORM

## General Statement of Policy

Concrete School District No. 11 is committed to a safe and civil educational environment for all students, employees, parent/guardians, volunteers, and patrons, and maintains a firm policy prohibiting all forms of discrimination based on sex. Harassment and/or bullying will not be tolerated. All persons are to be treated with respect and dignity.

Your Name (person filing complaint): \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ School: \_\_\_\_\_

Date of Alleged incident(s): \_\_\_\_\_

Name of person you believe harassed or bullied you: \_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: (a) where it occurred; (b) what force, if any, was used; (c) verbal statements that were made (i.e. threats, requests, demands, etc.); (d) what, if any, physical contact was involved; and (e) what you did to avoid the situation, etc. Please attach additional pages if necessary.

\_\_\_\_\_ **Informal Complaint: Investigated at the building level by the counselor.**

\_\_\_\_\_ **Informal Complaint: Investigated at the building level by the principal.**

\_\_\_\_\_ **Formal Complaint: Investigated at the district level by the superintendent.**

The complaint is filed based on my honest belief that \_\_\_\_\_ has created a harassing or hostile school/work environment for me. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge. I understand that false accusations of harassment or bullying will be subject to discipline actions or other appropriate sanctions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**(For Office Use Only)**                      *f* **Sexual Harassment**                      *f* **Harassment/Bullying**

Action taken: \_\_\_\_\_

Action completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Cc: District Compliance Officer if Complaint is Formal**