

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)

Sexual Harassment

Harassment/Bullying

Action taken: _____

Action completed by: _____ Date: _____

Cc: District Compliance Officer if Complaint is Formal