

THE SCHOOL DISTRICT

SEXUAL HARRASSMENT AND SEXUAL VIOLENCE

REPORT FORM

General Statement of Policy Prohibiting Sexual Harassment

The School District maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment and sexual violence against students or employees is sexual discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____

Work Phone: _____

Date of Alleged Incident(s): _____

Name of person(s) you believe sexually harassed or was sexually violent toward you:

List any witnesses that were present:

Where did the incident(s) occur?

Describe the incident(s) as clearly as possible, including but not limited to, such things as: any verbal statements (i.e., threats, requests, demands, etc.); what force, if any, was used; what, if any, physical contact was involved; any action taken by the alleged perpetrator or by the person making the complaint. (Attach additional pages if necessary.)

This complaint is filed based on my honest belief that _____ has sexually

harassed or was sexually violent to me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Complainant Signature: _____

Date: _____

Received by: _____

Date: _____

The use of this form is encouraged but not required. Completed forms should be forwarded to the District's Human Rights Officer.

Reference: Policy GBAA

First Reading 7/08/2008
Second Reading 10/28/2008
Adoption 11/25/2008