

**REPORT FORM FOR REPORTS OR COMPLAINTS OF SEXUAL HARASSMENT, AND HARASSMENT BECAUSE OF RACE, NATIONAL ORIGIN, RELIGION AND DISABILITY**

Complainant \_\_\_\_\_

Home Address Work Address Home Phone Work Phone \_\_\_\_\_

Date of alleged incident(s) \_\_\_\_\_

Did the incidents involve **sexual** \_\_\_\_\_ **racial** \_\_\_\_\_ **national origin** \_\_\_\_\_ **disability** \_\_\_\_\_  
**religion** \_\_\_\_\_

Name of person(s) you believe harassed you or another person: \_\_\_\_\_

If the alleged harassment was toward another person, identify that other person \_\_\_\_\_

Describe the incident as clearly as possible, including such things as what force, if any, was used, any verbal statements (i.e. threats, requests, demands, etc.), what, if any physical contact was involved. Attach additional pages as necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When and where did the incident occur? \_\_\_\_\_

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

This complaint is based upon my honest belief that \_\_\_\_\_  
has harassed me or another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

\_\_\_\_\_(Complainant's signature)

\_\_\_\_\_(Date)

\_\_\_\_\_(Received by)

\_\_\_\_\_(Date)

**DISTRICT POLICY AGAINST SEXUAL HARASSMENT, AND HARASSMENT BASED UPON RACE, NATIONAL ORIGIN, RELIGION, AND DISABILITY**

1. Everyone at \_\_\_\_\_ has a right to feel respected and safe.

Consequently, we want you to know about our policy to prevent sexual harassment, and harassment because of race, national origin, religion and disability

2. A harasser may be a student or an adult. Harassment may include the following when related to sex, race, national origin, religion or disability:
  - a. name-calling
  - b. pulling on clothing
  - c. graffiti
  - d. notes or cartoons
  - e. unwelcome touching of a person or clothing
  - f. offensive or graphic posters or book covers; or
  - g. violent acts
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights officer.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights officer.
5. We take seriously all reports of sexual harassment, and harassment based upon race, national origin, religion and disability, and will take appropriate action to investigate such claims, to eliminate that harassment, and to discipline any persons found to have engaged in such conduct.
6. The School District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.
7. This is a summary of this district's policy against sexual harassment, and harassment because of race, national origin, religion and disability. A complete copy of the policy is available at the office upon request.

**SEXUAL HARASSMENT AND HARASSMENT BASED ON RACE, NATIONAL ORIGIN, RELIGION AND DISABILITY ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.**

Contact:

Human Rights Officer \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_