

**Harassment/Discrimination Reporting Form**

This form provides the opportunity for a student or parent to report violation(s) of Board Policy 09.42811 and to secure an equitable, prompt, and satisfactory solution. This procedure shall be implemented in compliance with Board Policy 09.42811 and shall be used to document all complaints, whether addressed informally or formally.

<b>Student's Name</b> _____			
	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
<b>Student's Address</b> _____			
	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<b>Student's Age</b> _____	<b>Date of Birth</b> _____	<b>Student's Phone Number</b> _____	
<b>School</b> _____	<b>Grade</b> _____	<b>Homeroom/Classroom</b> _____	
<b>Name of Parent/Guardian</b> _____		<b>Daytime Phone #</b> _____	

**CONFIDENTIALITY**

Information regarding an investigation of alleged harassment/discrimination shall be kept confidential to the extent possible. Individuals involved in the investigation shall not discuss information regarding the complaint outside of the investigation process.

**HARASSMENT/DISCRIMINATION COMPLAINT (USE ADDITIONAL SHEETS IF NECESSARY.)**

Date(s)/approximate time of the alleged incident(s): \_\_\_\_\_

Place alleged incident (s) occurred: \_\_\_\_\_

What type of harassment or discrimination was involved in the alleged incident?

- sexual       racial       on the basis of national origin       on the basis of disability
- other type of harassment/discrimination? If other, specify: \_\_\_\_\_

Name of person you believe is guilty of harassment or discrimination: \_\_\_\_\_

Position (if employee): \_\_\_\_\_ Grade (if student): \_\_\_\_\_ Other (specify) \_\_\_\_\_

If the alleged behavior was directed toward another person, name that person: \_\_\_\_\_

Describe the alleged incident as clearly as possible, including such information as verbal statements (i.e. slurs, threats, other verbal or physical abuse or prohibited requests), what physical contact, if any was involved, what force, if any was used. \_\_\_\_\_

**LIST ANY WITNESSES TO THESE EVENTS:** \_\_\_\_\_

*PLEASE ATTACH ANY EXHIBITS OR OTHER TANGIBLE EVIDENCE (I.E., NOTES).*

**WHAT RESULTS ARE YOU SEEKING BY FILING THIS FORM?** \_\_\_\_\_

*I agree that all information reported here is complete, accurate and true to the best of my knowledge and affirm that I honestly believe that the person named harassed or discriminated against me or another person.*

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Parent/Guardian (not required)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Received by*

\_\_\_\_\_  
*Date*

Review/Revised:7/2/12