

BRANDON VALLEY SCHOOL DISTRICT 49-2
HARASSMENT/SEXUAL HARASSMENT FORMAL COMPLAINT REPORT FORM FOR EMPLOYEES

District Policy ACAA expresses its intent to maintain a learning and working environment for students that is free from harassment/sexual harassment. Specifically, it is the district's policy that harassment/sexual harassment is unacceptable and shall not be tolerated; that no employee or student may harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

Name of person making complaint _____

Grade _____

Date reporting complaint _____

Date(s) of alleged incident(s) _____

Name(s) of person(s) who you believe harassed you _____

List any witnesses _____

Where did the incident(s) occur _____

Describe the incident(s) as clearly as possible, including such things as: what force or physical contact, if any, was used, any verbal statements such as threats, requests, demands, etc., what response(s) did you give, attach additional pages if more space is needed:

This complaint is filed based on my honest belief that I have been the subject of harassment. 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. If a student files a false claim, he or she will face disciplinary action.

Complainant Signature

Date

Received by

Date

This complaint must be delivered to the building Principal.

Building Administrator's conclusion: _____

Building Administrator

Date

(Adoption Date: June 9, 1997)
(Reviewed Date: January 10, 2005)