

SCHOOL DISTRICT HARASSMENT AND 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. Harassment as defined in GBAA, JBAA, including sexual harassment and violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Violence, sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, retaliative, 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 you believe harassed or was violent toward you:

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Describe the incident(s) 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:

Mrs. Janet Gagnon, Chairperson
Mrs. Priscilla Colbath
Mrs. J. Lisbeth Olimpio
Mr. Fred Elliott
Mrs. Judith Nason

Adopted by the Board: 4 April 2001
Revised by the Board: 29 May 2003
Reaffirmed by the Board: 17 October 2002
Revised by the Board: 20 April 2011

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(Continued)

What did you do to avoid the situation? Please list what steps you took to avoid the situation or what statements/actions you made to end the harassment: _____

This complaint is filed based on my honest belief that _____ has harassed or was 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: _____ DOB: _____

Date: _____ Phone No. _____ Address: _____

Received by: _____

Date: _____

ADMINISTRATIVE RESPONSE/ACTION

COMMENT:

Administration Signature _____

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