

FORMAL REPORT OF HARASSMENT AND/OR INTIMIDATION

If a complaint is not resolved through the informal complaint process, or if the member of the School Corporation community or third party elects to file a formal complaint initially, the formal complaint process as described below shall be implemented.

A member of the School Corporation community or third party who believes they have been subjected to offensive conduct/harassment hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing with the Complaint Coordinator. If a Complainant informs any other employee of the School Corporation either orally or in writing, about any complaint of harassment, that employee must immediately report such information to the Complaint Coordinator, thereafter the Complaint Coordinator must contact the Complainant to determine whether the Complainant wishes to file a formal or an informal Complaint.

Throughout the course of the process as described herein, the Complaint Coordinator should keep the Complainant informed of the status of the investigation and the decision making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and, identification of the resolution which the Complainant seeks.

Formal Report of Allegations

Date: _____

Complainant making a charge of harassment/discrimination/bullying:

Name: _____

Address: _____

Telephone Number: _____

Names of individuals involved in the harassment/discrimination/bullying. Indicate whether they are students or employees.

Give a description of the harassment/discrimination/bullying in your own words including location, time, etc.

Name of any witnesses indicating whether they are employees or students:

Is there any history of conflict between you and the person(s) accused?

Yes _____ No _____

Have you filed an informal harassment/intimidation/bullying report previously? If so, when and who was listed as the person accused?

Signature of the person making the report: _____

Signature of the person receiving the report: _____

Within three (3) business days of receiving a formal complaint, the Principal or Complaint Coordinator will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of these Administrative Guidelines and the Board Anti-Harassment Policy shall be provided to the Respondent at that time. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Date Completed: _____ Initials: _____

Within five (5) business days of receiving the complaint, the Principal or Complaint Coordinator or a designee will initiate a formal investigation to determine whether the Complainant has been subject to offensive conduct/harassment.

Date Completed: _____ Initials: _____

Although certain cases may require additional time, the Complaint Coordinator or a designee will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

- A. *Interviews with the Complainant;*
- B. *Interviews with the Respondent;*
- C. *Interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;*
- D. *Consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations.*

Investigation Findings:

Actions Taken:

Complainant notified of findings? _____ Yes _____ No Date: _____

Signature of Investigator: _____ Date: _____

06/02/15