

INFORMAL REPORT OF HARASSMENT AND/OR INTIMIDATION

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a member of the School Corporation community or third party who believes s/he has been unlawfully harassed. This informal procedure is not required as a precursor to the filing of a formal complaint.

As an initial course of action, if a member of the School Corporation community or third party feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop.

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 a harassment/discrimination/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: _____

Investigation findings:

Actions taken:

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

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