

**RELIGIOUS, RACIAL OR SEXUAL HARASSMENT/VIOLENCE/BULLYING REPORT FORM**

**General Statement of School District Policies 522 and 413:**

- It is the policy of District 877 to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence.
- It shall be a violation of policy for any student or school personnel to inflict, threaten to inflict or attempt to inflict religious, racial or sexual violence upon any student or school personnel.
- It is the policy of District 877 to prevent and respond to acts of bullying, intimidation, violence and other similar disruptive behavior. It shall be a violation of policy for any student or school personnel to bully.

Complainant \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 Work/School Address \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Date(s) of alleged incident(s) \_\_\_\_\_

Circle prohibited behaviors as appropriate: **sexual**      **racial**      **religious**      **bullying**      **violence**

Name(s) of person(s) who you believe harassed, or was (were) violent towards you or bullied you.  
 \_\_\_\_\_  
 \_\_\_\_\_

List any witnesses who were present or who may have information regarding the alleged harassment or bullying.  
 \_\_\_\_\_  
 \_\_\_\_\_

Where did the incident(s) occur?  
 \_\_\_\_\_  
 \_\_\_\_\_

Describe the incident in as much detail as possible, including; (1) exactly what was said, including any threats or demands; (2) whether there was physical contact and if so, a detailed description of what occurred; and (3) how you responded to the incident. If there was more than one incident, please describe each incident separately. (Attach additional pages if necessary.)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*This complaint is filed based on my honest belief that \_\_\_\_\_ has harassed; has been violent to me or to another person or has bullied 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.*

I request that the District opens a formal investigation into this complaint.

Complainant's Signature \_\_\_\_\_

\_\_\_\_\_ Date

Person Receiving Report \_\_\_\_\_

\_\_\_\_\_ Date

## INVESTIGATOR FOLLOW-UP

Accused's Name: \_\_\_\_\_

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**Additional Steps if Allegation Involves Sexual Harassment:**

- Title IX Coordinator notified of complaint.*  
Amy Ernst, Title IX Coordinator  
214 1<sup>st</sup> Ave NE  
Buffalo, MN 55313  
763-682-8721  
[aernst@bhmschools.org](mailto:aernst@bhmschools.org)

*Affected parties must be notified of:*

- Notice of grievance process*
  - Notice of allegations related to sexual harassment including sufficient detail (identify of parties involved, conduct allegedly constituting sexual harassment, date/location of alleged harassment).*
  - Notice must include statement that respondent that presumed not responsible for alleged conduct; may have advisor of choice that may be attorney; parties may inspect and review evidence; notice of any provision for making false statements during grievance process*
  - If any additional information is gathered during process, it must be provided to parties.*
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**Steps for All HARASSMENT/VIOLENCE/BULLYING Investigations**

Date/time/location of Interview(s) \_\_\_\_\_

Date/time party(s) was notified of interview \_\_\_\_\_

The Accused's description(s) of the alleged incident(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any witnesses that were present or who may have information regarding the alleged religious, racial or sexual harassment or violence or bullying \_\_\_\_\_

\_\_\_\_\_

Accused Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## ADMINISTRATIVE SUMMARY

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Administrative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Description of supportive measures (or why none were taken) \_\_\_\_\_

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Disciplinary actions, if any: \_\_\_\_\_

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Parent/guardian involvement or parent/guardian notification given? *(And relevant information)*

Yes

No

Tennessee Warning given? *(Refer to the box below for an explanation.)*

Yes

No

**NOTE:**

Tennessee warning is given to students if information requested is private data about themselves. Tell them:

1. "I am interviewing you to collect some information about *(the incident)*;
2. You do not have to talk to me about it if you do not want to, but if you do not I will have to make my decision without your information;
3. Information will be used to determine what happened and any action the school district needs to take; and
4. I will try to keep this as private as possible, but I may have to talk to the principal or other school officials."

Date sent to District 877 Human Rights Officer \_\_\_\_\_

Evan Ronken  
Human Rights Officer  
214 1<sup>st</sup> Ave NE  
Buffalo, MN 55313  
763-682-8713  
eronken@bhmschools.org