

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: _____

Additional Steps if Allegation Involves Sexual Harassment:

- Title IX Coordinator notified of complaint.

Amy Ernst, Title IX Coordinator
214 1st Ave NE
Buffalo, MN 55313
763-682-8721
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: _____
