

Riverview School District No. 407
HARASSMENT/BULLYING REPORT FORM

P6580-F1

General Statement of Policy Prohibiting Harassment and Bullying

Riverview School District No. 407 is committed to a safe and civil educational environment for all students, employees, parent/guardians, volunteers, and patrons, and will not tolerate any harassment or bullying. All persons are to be treated with respect and dignity.

Complainant _____

Home Address _____

Home Phone _____

Date of Alleged incident(s) _____

Name of person you believe harassed or bullied you _____

List any witnesses that were present _____

Describe the incident(s) as clearly as possible, including such things as: where did it occur; what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; what you did to avoid the situation, etc. (Attach additional pages if necessary.)

_____ **INFORMAL COMPLAINT: Investigated at the building level.**

_____ **FORMAL COMPLAINT: Involves a district-level investigation.**

This complaint is filed based on my honest belief that _____ has created a harassing or hostile school/work environment for 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 understand that false accusations of harassment or bullying will be subject to appropriate discipline or other appropriate sanctions.

Complainant Signature

Date

(For Office Use Only)

Received By: _____ Date: _____

Action Taken: _____

Date: _____ Report Completed By: _____

cc: District Compliance Officer if Complaint is Formal