

South Kitsap School District #402
SEXUAL HARASSMENT INITIAL COMPLAINT REPORT
CONFIDENTIAL

Instructions: An individual who believes he or she has been sexually harassed or has witnessed sexual harassment is strongly encouraged to complete this Initial Complaint Report and submit it to a District administrator or other employee regardless of the severity of the issue. The individual may seek assistance in deciding whether to complete a report by discussing the situation with a District administrator or another District employee.

Today's Date: _____

COMPLAINANT INFORMATION

Form with fields for Complainant Name, school/work location, and a phone number area code field.

Complainant Address City/Zip Area Code Phone

Statement of Complaint: List below the nature of the complaint, being as specific as possible in stating what occurred, dates, locations, witnesses, verbal comments or physical contacts made, etc.

Three horizontal lines for writing the statement of complaint.

List the names of any individuals the complainant spoke with about the incident(s):

Three horizontal lines for listing names of individuals.

What efforts, if any, have been taken to date to remedy the situation?

Three horizontal lines for describing efforts taken to remedy the situation.

What remedy does the complainant now seek?

Two horizontal lines for describing the remedy sought.

Received by: _____ Signature of District Employee/Administrator Date

District Employee or Administrator Instructions

Step 1: Read the District's sexual harassment policies and procedures 3211, and 5275. Encourage the individual to complete this Initial Complaint Report. Most situations are first processed at the Informal Action level. The District employee or Administrator receiving the complaint must complete Form 5275A, "Sexual Harassment Informal Action Report." Only a District Administrator or trained designee can continue the process. If this situation can be remedied at the Informal Action level, the District Administrator or designee shall record the action taken on Form 5275A, distribute copies as indicated below, keep a copy of the report at the building level, and forward a copy to Personnel.

Step 2: If after initial review, or upon immediate judgment, the District representative determines that Formal Action is necessary, the District Administrator/designee shall complete the appropriate sections of Form 5275A and make immediate contact with the District's Title IX Officer or Assistant Superintendent for Personnel and Labor Relations.

Distribution: Original-District Administrator/Building Superintendent for Personnel and Labor Relations) Yellow-Complainant (if appropriate) Pink-Title IX Officer (Copy to Assistant Superintendent for Personnel and Labor Relations)