



Glencoe-Silver Lake Public Schools

Independent School District #2859

Proudly serving the communities of Biscay, Brownton, Glencoe, New Auburn, Plato, and Silver Lake

REPORT OF BEHAVIOR PROHIBITED BY THE SCHOOL DISTRICT HARASSMENT POLICY

General Summary of ISD 2859's Policy #413:

Independent School District No. 2859 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence prohibited by this policy and to discipline or take appropriate action against any student or school personnel who is found to have violated this policy.

Alleged Violator(s): (person accused of harassment or violence toward another person or group)

| Name | Grade/Teacher | Parent(s) | Telephone Number |
|------|---------------|-----------|------------------|
| | | | |
| | | | |

Complainant(s): (person(s) making the complaint)

| Name | Grade/Teacher | Parent(s) | Telephone Number |
|------|---------------|-----------|------------------|
| | | | |
| | | | |

Victim(s) (person who harassment or violence has been directed toward if different from complainant)

| Name | Grade/Teacher | Parent(s) | Telephone Number |
|------|---------------|-----------|------------------|
| | | | |
| | | | |

Incident Date: _____ **Reported By:** _____ **Investigated by:** _____

Incident Location:

____ Bus ____ Hallway ____ Classroom ____ Playground ____ Cafeteria ____ Other: _____

Summary of Incident: _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person or group. 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.

(Complainant Signature)

(Date)

Received by _____

(Date)

INVESTIGATOR USE ONLY

Type of Behavior Prohibited by our Policy:

Circle as appropriate: Race / color / creed / religion / national origin / sex / age / marital status / familial status / status with regard to public assistance / sexual orientation / disability

Action to prevent future incident(s):

_____ Warning given of more severe consequences if another incident occurs.

_____ Restitution And/or _____ Consequences

Parent involvement or parent notification given

_____ Yes _____ No

Copy of report to:

_____ District Human Right's Officer _____ Site discipline file _____ Transportation

Incident:

_____ 1st _____ 2nd _____ 3rd or more (Number: _____)

Retaliation warning given to all students involved:

_____ Verbal _____ Written

Findings:

_____ Substantiated _____ Not Substantiated _____ Unable to Substantiate
(does not mean beyond a reasonable doubt)

_____ Inappropriate, but not a violation of District's Harassment Policy

Tennessee Warning given?

_____ 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;
4. "I will try to keep this as private as possible, but I may have to talk to the principal or other school officials;"

Send completed form to District Human Right's Officer