INDEPENDENT SCHOOL DISTRICT NO. 12

HARASSMENT, HAZING AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Harassment, Hazing and Violence

Independent School District No. 12 maintains a firm policy prohibiting all forms of discrimination. Harassment, hazing 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, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment, hazing 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, 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.

Complainant:	
Home Address:	
Work Address:	
Home Phone:	Work Phone:

Date of Alleged Incident(s)_____

Basis of Alleged Harassment/Hazing/Violence – circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability

Name of person you believe hazed, harassed or was violent toward you or another person or group:
If the alleged harassment, hazing or violence was toward another person or group, identify that person or group.

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

_____

_____

_____

_____

_____

_____

Where and when did the incident(s) occur?_____

_____

_____

List any witnesses who were present: _____

_____

_____

This complaint is filed based on my honest belief that_____ has harassed, hazed or has been violent to me or to another person or group. I hereby certify that the information I have provided is true, correct and complete to the best of my knowledge and belief.

_____ _____

Complainant Signature Date

_____ _____

Received by Date

ATTENTION

CENTENNIAL SCHOOL DISTRICT NO. 12 POLICY AGAINST HARASSMENT AND VIOLENCE

1. Everyone at District 12 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.

2. A harasser may be a student or an adult. **Harassment** may include the following when related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, name calling, jokes or rumors, pulling on clothing, graffiti, notes or cartoons, unwelcome touching of a person or clothing, offensive or graphic posters or book covers.

3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer.

4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.

5. Your right to privacy will be respected as much as possible.

6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.

7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

8. This is a summary of the School District policy against harassment and violence. Complete policies are available in the District, Principal's or School Office upon request.

HARASSMENT AND VIOLENCE ARE AGAINST THE LAW

DISCRIMINATION IS AGAINST THE LAW

Human Rights Office
4707 North Road
Circle Pines MN 55014
Phone: 763-392-6943 Fax: 763-792-6050