

BLACKFOOT SCHOOL DISTRICT NO. 55
SEXUAL HARASSMENT REPORT FORM
(Form 414F1)

General Statement of Policy Prohibiting Sexual Harassment

Blackfoot School District No. 55 maintains a firm policy against all forms of discrimination based upon sex. Sexual harassment against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Sexual advances or other forms of personal harassment by any person, male or female, 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) _____

Name of person you believe sexually harassed you _____

List any witnesses that were present _____

Where did the incident(s) occur? _____

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, comments, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary.)

This complaint is filed based on my honest belief that I have been sexually harassed by _____
_____. 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

SEXUAL HARASSMENT GRIEVANCE FORM
(Form 414F2)

Date of Filing Grievance

Name of Grievant _____

Position of Grievant _____

Name of Principal/Immediate Supervisor _____

Building in Which Grievant Works or Attends School _____

Date of Incident from Which Grievance Arises _____

Statement of Grievance:

Explain in the space provided here and on attached pages, if necessary, your grievance in detail and why you feel your situation is unfair or otherwise adversely affects your employment/education.

Statement of Requested Relief:

Please state below in detail the relief which you are requesting in this grievance and why you think that such would provide a fair disposition of this matter.

I knowingly represent the above facts to be true and correct.

Signature of Grievant