







Sexual harassment consists of unwelcome (as determined based on the age of the student) sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature under any of the following circumstances.

- Submission to such conduct is made either expressly or impliedly a condition of a student's participation in an educational program or activity.
- Submission to or rejection of such conduct by a student is used as the basis for any educational decisions affecting the student.
- Such conduct has the purpose or effect of unreasonably interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment.

Any student who believes he/she has been subjected to sexual harassment is encouraged to file a complaint in accordance with administrative rule JI-R. A parent/legal guardian may also file a complaint on behalf of his/her child. All allegations will be investigated promptly and confidentially. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

Any employee or student who is found to have engaged in sexual harassment will be subject to disciplinary action, up to and including a recommendation of termination in the case of an employee, or expulsion in the case of a student. The district will take all other appropriate steps to correct or rectify the situation.

All employees must avoid any action toward, or conduct with, a student which could be viewed as sexually inappropriate. Inappropriate conduct of a sexual nature will not be tolerated at any time. Inappropriate conduct of sexual nature with a student occurs when an employee does any of the following.

- makes a sexually suggestive advance toward a student
- makes a request for a sexual favor from a student
- engages in a relationship of a sexual nature with a student

Any student who believes an employee has directed inappropriate conduct of a sexual nature toward him/her is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. A parent/legal guardian may also file a complaint on behalf of his/her child. All allegations will be investigated promptly. Students who file a complaint of inappropriate conduct of a sexual nature by an employee will not be subject to retaliation or reprisal in any form. Any employee who is found to have directed inappropriate conduct of a sexual nature towards a student will be subject to disciplinary action, up to and including a recommendation of dismissal and all other appropriate steps will be taken to correct or rectify the situation.

## **AR JI-R Student Rights and Responsibilities**

Issued 1/26/16

### **Sexual harassment**

These procedures are intended to do the following.

- Discourage employees and students from subjecting district students to sexual harassment or inappropriate conduct of a sexual nature.
- Promote a harassment-free educational environment.
- Effectively and appropriately address all sexual harassment and inappropriate conduct of a sexual nature found to have occurred or be occurring.
- Establish on-going education and awareness of the problem of sexual harassment and inappropriate conduct of a sexual nature.

- Provide information about how to report allegations of sexual harassment and inappropriate conduct of a sexual nature.

### **Types of behavior which constitute sexual harassment of students**

Sexual harassment of students includes unwelcome (as determined based on the age of the student) sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which does the following.

- is made a condition so that submission to such conduct is either expressly or impliedly a condition of the student's participation in an educational program or activity
- has an educational consequence, so that submission to or rejection of such conduct is used as a basis for an educational decision affecting a student
- is an offensive educational interference, so that such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to: verbal harassment, including sexually offensive comments or slurs; physical harassment, physical interference with movement or work; or visual harassment such as sexually offensive cartoons, drawings or posters.

Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex. Gender based harassment is another form of sex based harassment and refers to unwelcome conduct based on an individual's actual or perceived sex. These types of sex based harassment are also prohibited.

### **Types of behavior which constitute inappropriate conduct of a sexual nature with students**

Inappropriate conduct of a sexual nature by an employee toward a student includes inappropriate sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. Inappropriate conduct of a sexual nature may include, but is not limited to, the following.

- engaging or participating in any dates, sexual activity or other activity which contains a sexual or romantic overture
- leering at a student's body
- touching, grabbing and/or pinching
- making comments, gestures or jokes of a sexual nature
- manipulating clothing in a sexual manner
- displaying sexual pictures or objects
- spreading sexual rumors or commenting about sexual behavior
- teasing and/or bullying in sexual terms
- inflicting sexual assault or abuse
- any other behavior by an employee towards a student which would reasonably cause the student to feel uncomfortable or would reasonably give the appearance of impropriety or unprofessional conduct, regardless of whether the behavior is overtly sexual and regardless of whether such behavior would constitute a crime.

Inappropriate conduct of a sexual nature is prohibited against students of the opposite sex as well as against students of the same sex. Additionally, students are prohibited from directing inappropriate conduct of a sexual nature toward employees, whether of the opposite or same sex.

Gender based harassment is another form of sex based harassment and refers to unwelcome conduct based on an individual's actual or perceived sex. These types of sex based harassment are also prohibited.

### **Behavior prohibited of all employees and students**

No employee of this district will create a sexually hostile, offensive or charged educational environment for any student by engaging in any sexual harassment or inappropriate conduct of a sexual nature with a student.

No student of this district will create a sexually hostile, offensive or charged educational environment for any student by engaging in any sexual harassment with another student.

No employee or student of this district will assist any individual in doing any act that constitutes sexual harassment or inappropriate conduct of a sexual nature against any student.

No employee may condition an individual student's education, educational benefit or educational opportunity on the student's acquiescence to any of the sexual behaviors defined above.

No employee or student may retaliate against any student because that student has opposed a practice prohibited by Title IX of the Education Amendments of 1972 or has filed a complaint, testified, assisted or participated in any manner in a sexual harassment investigation, proceeding or hearing conducted by an authorized agency.

No employee will tolerate a sexually hostile or offensive school environment created by any other employee or student who engages in sexual harassment.

No employee will destroy evidence relevant to an investigation of sexual harassment.

### **Preventive action**

The administration will ensure the following on an annual basis.

- Policy JJ and this administrative rule will be fully referenced in student handbooks and/or a copy will be provided to each student.
- Policy JJ and this administrative rule will be available on-line at [www.richland2.org](http://www.richland2.org) in each school and at the district office.
- All students will be informed about the nature of sexual harassment and inappropriate conduct of a sexual nature, the procedures for registering a complaint and the possible redress that is available.

Administrators and designated sexual harassment contact persons are expected to be knowledgeable of the district's procedures regarding sexual harassment and inappropriate conduct of a sexual nature and to understand how to address and/or investigate complaints. For example, they should be made aware of the kinds of acts that constitute sexual harassment and inappropriate conduct of a sexual nature, the district's commitment to eliminating and avoiding sexual harassment and inappropriate conduct of a sexual nature in the schools, the penalties for engaging in harassment or inappropriate conduct of a sexual nature, the procedures for reporting incidents of sexual harassment and inappropriate conduct of a sexual nature and the procedures for conducting a sexual harassment or inappropriate conduct of a sexual nature investigation.

Annually, administrators/supervisors will ensure that the provisions of the district policy on sexual harassment and this administrative rule as well as an orientation on the definition of sexual harassment, the procedures for registering a complaint about sexual harassment and the redress which is available are reviewed with all employees and students. With regard to students, such review and orientation will take into consideration, and be appropriate to, the students' ages.

The district office will make available information from the U.S. Department of Education, Office of Civil Rights (OCR) about filing claims of sexual harassment with OCR.

in the schools, the penalties for engaging in sexual harassment, and the procedures for reporting incidents of sexual harassment.

The district will designate a Title IX coordinator. The name, address and business telephone number of the Title IX coordinator will be disseminated throughout the system.

### **Reporting and response procedures**

Any student who believes that he/she has been the object of, or witness to, sexual harassment or inappropriate conduct of a sexual nature is encouraged to file a complaint with the student's principal or designated contact person (except for situations covered in the following paragraph). Such a complaint may also be filed by the student's parent/legal guardian.

Under no circumstances will a student be required to first report allegations of sexual harassment or inappropriate conduct of a sexual nature to the principal if that person is the individual the student is accusing of the harassment. In such cases, the student or the student's parent/legal guardian should file the complaint with the district's Title IX coordinator.

If a student alleges that he/she is the victim of sexual harassment or inappropriate conduct of a sexual nature, the school promptly should attempt to notify the student's parent/legal guardian. The principal, school contact person and/or the Title IX coordinator should initially discuss with the student and, if appropriate, his/her parents/legal guardians the investigation procedures that will be followed. Interim measures designed to protect the student from further harassment or inappropriate conduct of a sexual nature during the investigation of a complaint should be taken where appropriate.

In cases involving potential criminal conduct or where a child's physical or mental health or welfare has been or may be adversely affected by sexual abuse, appropriate school personnel should report the situation to appropriate authorities in accordance with Section 63-7-310 and/or Section 59-24-60, S.C. Code of Laws, 1976, as amended.

Any employee who believes that he/she has witnessed sexual harassment of or inappropriate conduct of a sexual nature toward a student must immediately report such a situation to his/her immediate supervisor or principal except for situations covered below. Additionally, if any employee receives a complaint of sexual harassment or inappropriate conduct of a sexual nature, the employee will transmit the complaint to one of the school's principal or designated contact persons as soon as practicable.

All principals/contact persons will, within three working days, initiate an investigation of any incident of alleged sexual harassment or inappropriate conduct of a sexual nature reported to them or observed by them in consultation with the district's Title IX coordinator. The administration will be responsible for ensuring that reasonable efforts are made to prevent public disclosure of the names of all parties involved in the sexual harassment or inappropriate conduct of a sexual nature allegation, except to the extent necessary to carry out an investigation and comply with statutory obligations.

All principals/contact persons will report in writing the results of any investigation of sexual harassment or inappropriate conduct of a sexual nature, including corrective or disciplinary action taken, to the Title IX coordinator and/or superintendent. The employee or student who brought the sexual harassment or inappropriate conduct of a sexual nature allegation will be informed that appropriate actions were taken and will be advised as to how to report any subsequent problems.

The school will take reasonable steps to assist in remedying the effects of harassment or inappropriate conduct of a sexual nature on the individual student or students subjected to the conduct; however, this administrative rule does not create an obligation for the district to incur any expenses associated with a student's participation in private counseling or medical services.

If a student is determined to have sexually harassed another student, the administration will take whatever disciplinary action is warranted, up to and including recommending expulsion from school. If an employee is determined to have sexually harassed or engaged in inappropriate sexual conduct with a student, the administration will take whatever disciplinary action is warranted, up to and including termination from employment. If a student is found to have directed inappropriate conduct of a sexual nature toward an employee, the student will be subject to disciplinary action.

All principals/school contacts will follow up periodically on any incident of sexual harassment or inappropriate conduct of a sexual nature they were involved in investigating to determine whether the student has been subjected to any further sexual harassment or inappropriate sexual conduct since the corrective action was taken.

No employees or students of this district will retaliate in any way against an employee or student who has provided information as a witness to or victim of an incident of sexual harassment or inappropriate conduct of a sexual nature.

#### **Additional obligations of all employees and students**

All employees and students will report to the principal, school contact persons, or in appropriate circumstances, the employee's immediate supervisor, any conduct on the part of non-employees, such as sales representatives, service vendors or employees from another district, etc., which is believed to constitute sexual harassment.

All employees and students will cooperate with and maintain the confidentiality of any investigation of alleged acts of sexual harassment conducted by the district or by any appropriate governmental agency. Failure to do so could result in disciplinary action against the individual who failed to cooperate or who violated the confidentiality of the matter.

The district prohibits any action by any employee or student of this district to discourage any student from reporting alleged sexual harassment. However, any person who intentionally provides false information in connection with a report or investigation of sexual harassment or inappropriate conduct of a sexual nature may be subjected to disciplinary action.

The district prohibits retaliation in any way against an employee or student who has provided information as a witness to an incident of sexual harassment.

### **SEXUAL HARASSMENT FORMAL COMPLAINT FORM - STUDENTS**

Name of student complainant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Parent/Legal guardian's name: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

Name(s) of alleged harasser(s): \_\_\_\_\_

Approximate date(s) of alleged harassment or when harassment began, if ongoing:

\_\_\_\_\_

\_\_\_\_\_

Location or situation where alleged harassment occurred, or is occurring:

\_\_\_\_\_

Nature of the harassment: \_\_\_\_\_

\_\_\_\_\_

Name and position of individual who conducted your informal consultation:

\_\_\_\_\_

Other individuals in whom you have confided about the alleged sexual harassment:

\_\_\_\_\_

Richland School District Two Individuals you believe may have witnessed, or also been subjected to, the alleged sexual harassment:

\_\_\_\_\_

Remedy sought: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of complainant or  
complainant's parent/legal guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of individual receiving complaint

\_\_\_\_\_  
Date

**Policy GBAA Sexual Discrimination and Harassment**

Issued 8/06

Purpose: To establish the board's vision for a working environment free of sexual harassment.

It is the board's expectation that all personnel conduct themselves in a professional manner and respect other district employees, students, parents/legal guardians and third parties at all times. In this regard, the board prohibits sexual harassment, all forms of sexual discrimination and other unprofessional conduct of a sexual nature.

All employees, including supervisory level employees, must avoid any action or conduct which could be viewed as sexual harassment or unprofessional conduct of a sexual nature. This includes any action or conduct communicated or performed in person, in writing or electronically through such means as a telephone, cell

phone, computer, Blackberry or other telecommunication device and includes text messaging and instant messaging.

Sexual harassment of employees consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature under the following circumstances:

- submission to such conduct is made either expressly or impliedly a condition of employment
- submission to or rejection of such conduct by an individual is used as the basis for any employment decisions affecting the individual
- such conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile or offensive working environment

Any employee who believes he/she has been subjected to sexual harassment is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. All allegations will be investigated promptly and confidentially. Employees who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form. Any employee, including a supervisory level employee, who is found to have engaged in sexual harassment or inappropriate conduct of a sexual nature with another employee will be subject to disciplinary action, up to and including termination and all other appropriate steps will be taken to correct or rectify the situation.

All employees must avoid any action toward, or conduct with, a student which could be viewed as sexually inappropriate. Inappropriate conduct of a sexual nature will not be tolerated at any time. Inappropriate conduct of a sexual nature with a student occurs when an employee (1) makes a sexually suggestive advance toward a student; (2) makes a request for a sexual favor from a student; or (3) engages in a relationship of a sexual nature with a student.

Any employee who believes another employee or a student has directed inappropriate conduct of a sexual nature toward him/her is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. Any employee who has knowledge that an employee or a student has directed inappropriate conduct of a sexual nature towards another employee or student should also file a complaint.

All allegations will be investigated promptly. Employees who file a complaint of inappropriate conduct of a sexual nature by another employee or a student will not be subject to retaliation or reprisal in any form. Any employee or student who is found to have directed inappropriate conduct of a sexual nature towards an employee will be subject to disciplinary action, up to and including a recommendation of dismissal or expulsion and all other appropriate steps will be taken to correct or rectify the situation.

## **AR GBAA-R Sexual Discrimination and Harassment**

These procedures are intended to do the following.

- discourage employees from subjecting employees or students of the district to sexual harassment or inappropriate conduct of a sexual nature
- promote a harassment-free work and/or learning environment
- effectively and appropriately address all sexual harassment and inappropriate conduct of a sexual nature found to have occurred or be occurring
- establish on-going education and awareness of the problem of sexual harassment and inappropriate conduct of a sexual nature

- provide information about how to report allegations of sexual harassment and inappropriate conduct of a sexual nature

### **Types of behavior which constitute sexual harassment of employees**

Sexual harassment of employees includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature which does any of the following.

- is made an employment condition so that submission to such conduct is a term or condition of employment
- has an employment consequence, so that submission to or rejection of such conduct is used as a basis for employment decisions affecting an individual employee
- is an offensive job interference, so that such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment

Sexual harassment may include, but is not limited to, the following.

- verbal harassment including epithets, sexually offensive comments or slurs
- physical harassment or physical interference with movement or work
- visual harassment such as sexually offensive cartoons, drawings or posters

Sexual harassment is prohibited against members of the opposite sex as well as against members of the same sex. Gender based harassment is another form of sex based harassment and refers to unwelcome conduct based on an individual's actual or perceived sex. These types of sex based harassment are also prohibited.

### **Behavior prohibited of administrators/supervisors**

No administrator/supervisor may condition any employment, employee benefit or continued employment on the employee's agreement to any of the sexual behavior defined above.

No administrator/supervisor may retaliate against any employee because that employee has opposed a practice prohibited by Title VII of the Civil Rights Act of 1964 and the South Carolina Human Affairs Law or has filed a complaint, testified, assisted or participated in any manner in an investigation, proceeding or hearing conducted by an authorized agency.

No administrator/supervisor will cause or tolerate the creation of a sexually hostile or offensive work environment by any subordinate employee or third party associated with schools who engages in sexual harassment.

No administrator/supervisor will destroy evidence relevant to an investigation of sexual harassment.

### **Types of behavior which constitute inappropriate conduct of a sexual nature with students**

Inappropriate conduct of a sexual nature with students includes inappropriate sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. Inappropriate conduct of a sexual nature may include, but is not limited to, the following.

- engaging or participating in any dates, sexual activity or other activity which contains a sexual or romantic overture
- leering at a student's body
- touching, grabbing and/or pinching
- making comments, gestures or jokes of a sexual nature
- manipulating clothing in a sexual manner
- displaying sexual pictures or objects

- spreading sexual rumors or comments
- teasing and/or bullying in sexual terms
- inflicting sexual assault or abuse
- any other behavior by an employee toward a student that would reasonably cause the student to feel uncomfortable or that would reasonably give the appearance of impropriety or unprofessional conduct, regardless of whether the behavior is overtly sexual and regardless of whether such behavior would constitute a crime

Inappropriate conduct of a sexual nature is prohibited against students of the opposite sex as well as against students of the same sex. Additionally, students are prohibited from directing inappropriate conduct of a sexual nature toward employees, whether of the same sex or opposite sex. Gender based harassment is another form of sex based harassment and refers to unwelcome conduct based on an individual's actual or perceived sex. These types of sex based harassment are also prohibited.

### **Behavior prohibited of all employees**

No administrator, supervisor or any other employee of this district will create a sexually hostile or offensive work environment for any employee by engaging in any sexual harassment.

No administrator, supervisor or any other employee of this district will create a sexually hostile, offensive or charged educational environment for any student by engaging in any sexual harassment or inappropriate sexual conduct with a student.

No administrator, supervisor or any other employee of this district will encourage or assist any individual in performing any act that constitutes sexual harassment or inappropriate sexual conduct against any employee or student.

### **Preventive action**

The administration will ensure the following on an annual basis.

- Policy GBAA and this administrative rule will be fully referenced in employee handbooks and/or a copy will be provided to each employee.
- Policy GBAA and this administrative rule will be available online at [www.richland2.org](http://www.richland2.org), in each school and at the district office.
- All employees will be informed about the nature of sexual harassment and inappropriate conduct of a sexual nature, the procedures for registering a complaint and the possible redress that is available.

Administrators and designated sexual harassment contact persons are expected to be knowledgeable of the district's procedures regarding sexual harassment and inappropriate conduct and should know how to address and/or investigate complaints. For example, they should be made aware of the kinds of acts that constitute sexual harassment and inappropriate conduct of a sexual nature, the district's commitment to eliminating and preventing sexual harassment and inappropriate conduct of a sexual nature in the schools, the penalties for engaging in harassment or inappropriate conduct of a sexual nature, the procedures for reporting incidents of sexual harassment and inappropriate conduct of a sexual nature, and the procedures for conducting a sexual harassment or inappropriate conduct of a sexual nature investigation.

The district office will make available information from the Equal Employment Opportunity Commission and the South Carolina Human Affairs Commission about filing claims of sexual harassment with these entities.

The district will designate a Title IX Coordinator. The name, address and business telephone number of the Title IX Coordinator will be disseminated throughout the district.

## **Reporting and response procedures**

Any employee who believes that he/she has been the object of sexual harassment or inappropriate conduct of a sexual nature is encouraged to file a complaint with his/her immediate supervisor or principal (except for situations covered below). (See attached complaint form which may be used to file a complaint.)

Any employee who believes that he/she has witnessed inappropriate conduct of a sexual nature toward an employee or a student must immediately report such a situation to his/her immediate supervisor or principal (except for situations covered below).

Under no circumstances will an employee be required to first report allegations of harassment or inappropriate conduct of a sexual nature to his/her immediate supervisor if that person is the individual who is accused of the harassment or inappropriate conduct. In such cases, the employee will file the complaint with the district's Title IX Coordinator.

All administrators/supervisors/contact persons will initiate an investigation of any incident of alleged sexual harassment or inappropriate conduct of a sexual nature reported to them or observed by them in consultation with the district's Title IX Coordinator. The administration will be responsible for ensuring that reasonable efforts are made to prevent public disclosure of the names of all parties involved in the sexual harassment or inappropriate conduct of a sexual nature allegation, except to the extent necessary to carry out an investigation and comply with statutory obligations.

All administrators/supervisors will report to the Title IX Coordinator and/or superintendent in writing the results of any investigation of sexual harassment or inappropriate conduct of a sexual nature, including corrective or disciplinary action taken. The employee or student who brought the sexual harassment or inappropriate conduct of a sexual nature allegation will be informed that appropriate actions were taken and will be advised as to how to report any subsequent problems.

If an employee is determined to have sexually harassed another employee or engaged in inappropriate conduct of a sexual nature with a student, the administration will take whatever disciplinary action is warranted, up to and including termination from employment. If a student is found to have directed inappropriate conduct of a sexual nature toward an employee, the student will be subject to disciplinary action.

All administrators/supervisors will follow up periodically on any incident of sexual harassment or inappropriate conduct of a sexual nature they were involved in investigating to determine whether the employee has been subjected to any further sexual harassment or inappropriate sexual conduct since the corrective action was taken.

No administrator/supervisor of this district will retaliate in any way against an employee or student who has provided information as a witness to or victim of an incident of sexual harassment or inappropriate conduct of a sexual nature.

## **Additional obligations of all employees**

All employees will report to their immediate supervisor any conduct on the part of non-employees, such as sales representatives or service vendors, which is believed to constitute sexual harassment or inappropriate conduct of a sexual nature.

Any employee who has received information in his/her professional capacity which gives him/her reason to believe that a child under the age of 18 has been or may be sexually abused by an employee or third party must report such a situation. The employee must make the report to either a law enforcement agency in

Richland County or to the Richland County Department of Social Services. If such a report is made, the employee must also advise either his/her principal or the district's Title IX Coordinator.

All employees will cooperate with and maintain the confidentiality of any investigation of alleged acts of sexual harassment or inappropriate conduct of a sexual nature conducted by the district or by an appropriate state or federal agency. Failure to do so could result in disciplinary action against the individual who failed to cooperate or who violated the confidentiality of the matter.

No employee of this district will take any action to discourage any other employee or student from reporting alleged sexual harassment or inappropriate conduct of a sexual nature. Any person who intentionally provides false information in connection with a report or investigation of sexual harassment or inappropriate conduct of a sexual nature will be subject to disciplinary action.

No employee will retaliate in any way against an employee or student who has provided information regarding an incident of sexual harassment or inappropriate conduct of a sexual nature.

### **FILE: GBAA-E Sexual Harassment Complaint Form**

Name of employee complainant \_\_\_\_\_

Address \_\_\_\_\_

Home telephone number \_\_\_\_\_

Position with the district \_\_\_\_\_

Job site \_\_\_\_\_

Immediate supervisor \_\_\_\_\_

Name(s) of alleged harasser(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approximate date(s) of alleged harassment or when began, if on-going

\_\_\_\_\_

Location or situation where alleged harassment occurred or is occurring

\_\_\_\_\_

\_\_\_\_\_

Nature of the harassment \_\_\_\_\_

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Other individual(s) in whom you have confided about the alleged sexual harassment

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Individuals you believe may have witnessed or also been subjected to, the alleged sexual harassment

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Remedy sought

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\_\_\_\_\_  
Signature of complainant or  
complainant's parent/legal guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of individual receiving complaint

\_\_\_\_\_  
Date