

**INDEPENDENT SCHOOL DISTRICT NO. 721  
RELIGIOUS, RACIAL OR SEXUAL HARASSMENT & VIOLENCE  
REPORT FORM**

**General Statement of Policy Prohibiting Harassment and Violence**

Independent School District No. 721 maintains a firm policy prohibiting all forms of discrimination. Religious, racial or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment 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 incidents(s) \_\_\_\_\_

Circle as appropriate    sexual    racial    religious

Name of person you believe harassed or was violent toward you or another person

\_\_\_\_\_

If alleged harassment or violence was toward another person, identify that person \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where & when did this incident(s) occur? \_\_\_\_\_

List any witnesses who were present \_\_\_\_\_

\_\_\_\_\_

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

INVESTIGATION FOLLOWUP

Accused's Name \_\_\_\_\_

The accused description(s) of alleged incident(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List of any witnesses that were present or who may have information regarding the alleged religious, racial or sexual harassment or violence. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Accused Signature \_\_\_\_\_

Date \_\_\_\_\_

ADMINISTRATIVE SUMMARY

Administrative Signature \_\_\_\_\_

Date \_\_\_\_\_

Disciplinary actions, if any: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian involvement or parents/guardian notification given (and relevant information)

Yes                       No

Tennessee warning given (refer to box for an explanation)

Yes                       No

**Note:**

Tennessee Warning is given to student(s) if information 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", and
4. "I will try to keep this as private as possible, but I may have to talk to the principal or other school officials".