

WALLINGFORD- SWARTHMORE SCHOOL DISTRICT

ADMINISTRATIVE GUIDELINE

APPROVED: DECEMBER 5, 2016

REVISED:

248-AG-1. REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT - PUPILS

Complainant: _____

Home Address: _____

Home Phone: _____

School Building: _____

Date of Alleged Incident(s): _____

Alleged harassment was based on: (circle those that apply)

Race

Color

National Origin

Gender

Age

Disability

Religion

Sexual Orientation

Name of person(s) you believe violated the District's unlawful harassment policy:

If the alleged harassment was directed against another person, identify the other person:

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved.

Attach additional pages if necessary: _____

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date