

**Sexual Harassment (Policy 6121)
Informal Complaint Form-Step 1
(Complaint Officer's Notes)**

A. Complainant: _____

B. Name of Alleged Offender s): _____

C. Detailed account of the nature of the harassment and corresponding dates.

D. Names of witnesses.

E. Notification of Right to initiate sexual harassment charges with the police.

Will initiate charges

Will not initiate charges

F. Complaint Officer's response:

Complaint closed

Complainant will proceed to formal complaint

Complainant Officers Signature

Date

**Sexual Harassment (Policy 6121)
Formal Complaint Form-Step 2**

A. Complainant: _____

Address: _____ Phone Number: _____

B. Name of Alleged Offender s): _____

C. Please provide a detailed account of the nature of the harassment and corresponding dates.

D. Please provide the names of any witnesses.

Notification of Right of Representation. Per Policy 6121, the complainant has the right of representation, and:

Request representation

Waive representation

Signature

Date

**Sexual Harassment
Notification of Formal Complaint to (Policy 6121)
Alleged Offender**

Notification of alleged complaint to the alleged offender: _____
Date

Summary of Meeting

Notification of Right of Representation. Per Policy 6121, the alleged offender has the right of representation, and:

Request representation

Waive representation

Signature

Date

Complainant Officers Signature

Date

**Sexual Harassment (Policy 6121)
Investigation Report
Complaint Officers Report and Findings to Superintendent**

Summary of Findings

Complainant Officers Signature

Date

**Sexual Harassment (Policy 6121)
Corrective Action/Resolution**

After reviewing the evidence, I have determined:

- There is in-sufficient evidence to substantiate the complaint of sexual harassment, and no further action is required.

- There is sufficient evidence to substantiate the complaint of sexual harassment, and the following corrective **actions issued to the offender.**

Superintendent's Signature

Date

Sexual Harassment (Policy 6121)
Sexual Harassment -Complainant Appeal

I _____, hereby notify the Superintendent of Schools that I am not satisfied with the Superintendent of Schools finding report into the alleged complaint of sexual harassment, and will appeal this decision to the Franklinville Board of Education.

Signature

Date

**Sexual Harassment (Policy 6121)
Board of Education Response**

After reviewing the evidence, and conducting a hearing, the Board of Education's formal written response to the complainant appeal is included below.