

**Employee and Student Informal/Interview Form
Harassment/ Intimidation/Bullying**

It is the policy of the Granite Falls school District to maintain a learning and working environment that is free from harassment/intimidation/bullying.

Name: _____ Position: _____

Home Address: _____ Phone: _____

School/Work Site: _____ Phone: _____

Name of alleged harasser: _____

If he/she is an employee of the district, please provide location and position, if possible:

Work Site: _____ Position: _____

Relationship to you:

Supervisor Coworker Other: _____

If he/she is a student of the district, please provide which school: _____

Relationship to you:

Teacher/Principal Support Staff Fellow Student Other _____

Date(s) of alleged incident(s): _____

Where and when did the incident(s) occur? _____

Describe the incident(s) of offensive behavior as clearly as possible including comments, actions, requests, physical contact, etc. Attach additional pages if necessary.

List any individuals who may have witnessed or had knowledge of the incident(s).

Have steps been taken to resolve this prior to this report? o Yes o No If yes, what?

How would you like to see the problem resolved? _____

Course of Action:

After an informal interview the interviewee wishes to:

Check One	Description
	Confront the harasser in person. Comments:
	Write the harasser a letter describing the offensive behavior, how it makes the complainant feel, and request for the behavior to stop. Comments:
	Ask the supervisor, building administrator, or Title IX officer to confront the harasser and request the behavior to stop. Comments:
	Other: Comments:

If the complaint is successfully resolved through the informal process, this form shall be filed with the Title IX Compliance Officer.

If the interviewee does not wish to follow the informal procedure, or is not satisfied with the results of the informal process, he/she may request a formal complaint process.

Do you wish the district to take further action?	Yes	No
If no, why?		

District Action : None Other (explain) : _____

<p>I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge.</p> <p>_____</p> <p>Complainant Signature/Date</p>
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Form completed by: Complainant Bldg/Program Administrator/Teacher/Support Staff (circle one)

Interviewed By/Position PRINT AND SIGN NAME

Date