I.S.D. #318 REPORT OF STUDENT HARASSMENT/BIAS

Grand Rapids Public School maintains firm policies prohibiting harassment or violence toward students. Use this form to report an incident where you have reasonable grounds to believe a student has violated the policy.

____Sexual verbal and/or physical
____Sexual Orientation
____Gender bias
____Racial
____Religion
____Other: age/disability

Date of incident:_____Time:_____School:_____Bus:_____
Name of person filing complaint: _____Grade:_____
Name of person allegedly violating the policy:_____Grade:_____
Witnesses who saw the incident:_____
_____

1. Describe the incident stating facts clearly. Describe any physical force. Write down any verbal statements as exactly as possible. _____

_____

_____

Telephone #:_____ Signature:_____

2. The outcome of the investigation determined that violation of our policy:
___did ___did not occur.

3. Discipline Action: (date - action)
_____ education on District Policy & verbal warning
* this education method will not be repeated (progressive discipline)
_____ dismissal for less than a day
_____ suspension for ____ days
_____ parents notified ___ phone ___ letter
_____ conference with student
_____ conference with student and parents
_____ meeting with classroom teacher and request behavior monitored
_____ referral to ___ social worker ___ counselor
_____ I.E.P. / Special Education meeting scheduled

4. Notes: _____
_____

Date received: _____ By:

☐ Principal
☐ Teacher
☐ Counselor
☐ Other _____

_____
Principal's Signature (required on all reports)

Send a copy to: **DISTRICT #318 HUMAN RIGHTS OFFICER - Telephone # 327-5890**