

South Kitsap School District #402
SEXUAL HARASSMENT INITIAL COMPLAINT REPORT
CONFIDENTIAL

Instructions: An individual who believes he or she has been sexually harassed or has witnessed sexual harassment is strongly encouraged to complete this Initial Complaint Report and submit it to a District administrator or other employee regardless of the severity of the issue. The individual may seek assistance in deciding whether to complete a report by discussing the situation with a District administrator or another District employee.

Today's Date: _____

COMPLAINANT INFORMATION

Complainant Name: (Please Print):	school/work location
Complainant Address	City/Zip
	Area Code Phone

Statement of Complaint: List below the nature of the complaint, being as specific as possible in stating what occurred, dates, locations, witnesses, verbal comments or physical contacts made, etc.

List the names of any individuals the complainant spoke with about the incident(s):

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What efforts, if any, have been taken to date to remedy the situation?

What remedy does the complainant now seek?

Received by: _____
Signature of District Employee/Administrator *Date*

District Employee or Administrator Instructions

Step 1: Read the District's sexual harassment policies and procedures 3211, and 5275. Encourage the individual to complete this Initial Complaint Report. Most situations are first processed at the Informal Action level. The District employee or Administrator receiving the complaint must complete Form 5275A, "Sexual Harassment Informal Action Report." Only a District Administrator or trained designee can continue the process. **If this situation can be remedied at the Informal Action level, the District Administrator or designee shall record the action taken on Form 5275A, distribute copies as indicated below, keep a copy of the report at the building level, and forward a copy to Personnel.**

Step 2: If after initial review, or upon immediate judgment, the District representative determines that Formal Action is necessary, the District Administrator/designee shall complete the appropriate sections of Form 5275A and make immediate contact with the District's Title IX Officer or Assistant Superintendent for Personnel and Labor Relations.