



# Harassment Documentation Administrative Procedure 8.92A

Evergreen School Division is committed to maintaining a learning and working environment free from harassment. The Division requires employees, students, parents, volunteers and visitors to conduct themselves in a manner that promotes and protects the best interests and well-being of students, staff and others.

## Part A

### 1. Complainant's Information:

Name:			
School/ Site:			
<input type="checkbox"/> Adult	<input type="checkbox"/> Employee	<input type="checkbox"/> Non - Employee	<input type="checkbox"/> Student

### 2. Respondent's Information: (alleged harasser)

Name:			
<input type="checkbox"/> Adult	<input type="checkbox"/> Employee	<input type="checkbox"/> Non - Employee	<input type="checkbox"/> Student

### 3. Harassment Information:

Provide general statement re: nature of harassment (racial, sexual, etc.)

**4. Details of Incident(s):**

Who was involved?
Were there any witnesses?
BEFORE: What was going on at the time? (what, where, when, etc.)
DURING: What happened? Who did what?
AFTER: How did it end?
Any other information?
An investigation will be initiated upon receipt of this form. Are there any <i>immediate</i> actions you feel are required?

**5. Complainant's Signature(s):**

- This report needs to be submitted to your **Principal / Supervisor**.
- Response(s) will follow as soon as possible depending on the nature of the incident(s).
- See **8.92 Harassment Prevention Procedure** for more details.

Date:
Signature:

Part B – Follow-Up:

- **Principal/Supervisor** must respond to all harassment complaints.
- Principal/Supervisor may consult with Learning Coordinator and/or Superintendent dependent on nature of complaint and those involved.
- **Principal/Supervisor** to document any actions taken below.

<p><b>What immediate actions were taken upon receipt of this document?</b> (what, by whom, when, etc.)</p>
<p><b>Pre-investigation Conversation</b> (Principal/Supervisor to review complaint with complainant) Who was present? Document:</p>
<p><b>Investigation:</b> Who was present during interviews? Document information gathered from complainant, respondent and any witnesses. Identify who said what. Seek details about: <i>when, where, who, what was happening just before incident, what was happening at the time of the incident, direct quotes, frequency, responses, etc.</i> Ask questions when unsure, do not infer, make suggestions or pass judgement. Clarify and review as you go.</p>

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**Investigation Summary Statement(s):**

[Empty rectangular box for text]

<p><b>Investigation Response:</b>          What actions are you going to take?</p>
<p><b>How were these responses shared with complainant?</b></p>
<p><b>Date:</b></p>
<p><b>Principal/Supervisor Signature:</b></p>

- If other person involved was a student, Principal must forward a copy of this completed report to **Director of Programs and Student Services**.
- If other person involved was an adult (employee or non - employee), Principal/Supervisor must forward a copy of this completed report to Superintendent.
- Principal / Supervisor must forward a copy of this completed report to ESD Safety Officer.

**If any further responses are decided upon, they need to be documented.**

**Record and/or attach.**