



## Evergreen School Division

### 8.92 A: Harassment Documentation

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:			
Adult	Employee	Non - Employee	Student

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

Name:			
Adult	Employee	Non - Employee	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 *immediate* 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 ESD Student Services Coordinator and/or Superintendent / Assistant Superintendent dependent on nature of complaint and those involved.
- **Principal/Supervisor** to document any actions taken below.

**What immediate actions were taken upon receipt of this document?**

(what, by whom, when, etc.)

**Pre – investigation Conversation** (Principal/Supervisor to review complaint with complainant)

Who was present?

Document:

**Investigation:**

Who was present during interviews?

Document information gathered from complainant, respondent and any witnesses.

Identify who said what.

Seek details about: *when, where, who, what was happening just before incident, what was happening at the time of the incident, direct quotes, frequency, responses, etc.*

Ask questions when unsure, do not infer, make suggestions or pass judgement.

Clarify and review as you go.

**Investigation Summary Statement(s):**

**Investigation Response:**

What actions are you going to take?

**How were these responses shared with complainant?**

**Date:**

**Principal/Supervisor Signature:**

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