

**LEARN
Harassment Complaint (Part 1)
Complaint Form**

Name of Student _____
Name of Complainant (if not student) _____ Date _____
Home Address _____ Phone _____
LEARN Program _____
Program Location _____
Teacher/staff _____

Person(s) complaint is against:
_____ Address _____ Phone _____
_____ Address _____ Phone _____

Type of Harassment Alleged:
____ Racial/Ethnic ____ Religious ____ Disability
____ Sexual ____ Gender ____ Other (Please specify) _____

Incident: Date _____ Time _____ Place _____
Describe the incident (verbal and nonverbal behaviors):

List any related prior incidents:

List potential witnesses/observers:

Name	Position/Relationship	Address/Phone Number

Signatures: Complainant _____ Parent _____ Date _____

LEARN Investigator/Adjudicator _____ Date _____

Cc: LEARN Executive Director
Procedures for Policy 5005 and 5006

LEARN
Harassment Complaint (Part 2)
Investigator/Adjudicator Report Form

Name of Student _____

Name of Complainant (if not student) _____

Date Complaint Lodged _____

Person(s) complaint is against _____

Persons Interviewed:

Incident Findings:

Actions/Resolution Recommended by Complaint Adjudicator:

Signature of LEARN Investigator/Adjudicator _____ Date _____

Signature of Executive Director _____ Date _____

Harassment Complaint Investigator/Adjudicator Guidelines

Investigate promptly; adjudicate “with all deliberate speed”

Investigating: Maintain a position of neutrality when gathering facts, perceptions and perspectives. Interview thoroughly. Keep the focus on the specific complaint.

Document clearly and carefully the results of meetings with complainant, alleged offender, and third parties. Share any variance in accounts and/or perceptions with both parties as appropriate.

When meeting with alleged offender, provide as detailed a description of the complaint situation as possible.

Stress the importance of confidentiality to all parties.

Adjudicating: At this point, shift vantage point to determining the findings and the appropriate actions(s) to be taken.

Bear in mind that the alleged offender may have perpetrated a single incident of severe harassment or a persistent pattern or series of less severe harassment. Both or neither may apply.

Depending on the nature and extent of the conduct and the context (“totality of circumstances”) in which the conduct occurred, a range of actions could be recommended/employed:

- At the adjudicator level such as:
 - No action warranted (untrue or inaccurate allegations)
 - Formal or informal apologies
 - Admonitions about consequences
 - Warnings to cease and desist
 - Counseling Program
 - Mutually agreeable conflict resolution or mediation strategies
 - Disciplinary action
 - Referral to civil authorities/police

- At the program level in conjunction with the sending LEARN, such as:
 - Any of the above
 - Severe disciplinary action
 - Referral to civil authorities/police
 - Criminal charges