

Filing a Sexual Harassment Complaint

AR-4010

Pursuant to Policy 4010, Sexual Harassment, Gage County School District No. 34 provides this form to receive formal complaints alleging sexual harassment of any employee or student associated with this school district by an employee or a student of this school district or any individual who may, in his or her official capacity, be representing the school district. The complaints set forth in this form will serve as the basis for a review and investigation of the alleged incident.

Each employee or student of this school district has the right to safeguard his or her good reputation and shall be afforded the full and fair opportunity to address any allegations of sexual harassment or misconduct that may be waged against him or her. Information provided on this document may be shared with the person or persons being accused of sexual harassment or misconduct unless the school district is legally advised or restrained from sharing the information.

REQUEST TO INVESTIGATE
SEXUAL HARASSMENT COMPLAINT

Formal complaints must be filed within one of the following time periods:

- I. Within fourteen (14) calendar after filing an informal complaint and either receiving no response or after receiving an unsatisfactory response.
- II. Within fourteen (14) calendar from the date the incident occurred.

As the complainant, I understand that by affixing my signature to this document I am requesting that officials of Gage County School District No. 34 investigate the charges set forth below. I shall hold harmless those school officials of Gage County School District No. 34 that are investigating these complaints as long as those individuals are not named in the charges. I authorize the school officials to disclose or release any of the facts listed below if such disclosure or release of information is necessary to assist school officials in resolving the investigation or in the protection individual rights

AR-4010, Con't.

The allegations contained herein have been given voluntarily and has neither been encouraged or discouraged by school district officials.

Name or names of alleged perpetrator(s).

Nature of complaint. Please set forth in the space provided or on additional paper if necessary. List specific details, including dates and times when event occurred. Indicate if you have previously filed an informal complaint.

Name(s), addresses, and telephone numbers of witnesses to the event.

Name of Complainant

Date Report Filed

Name of School Official Receiving Report

Date Report Received