

**Series 400 - Staff**

# 402.13 Form Harassment and Bullying Complaint Form

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**ANKENY**  
COMMUNITY SCHOOL DISTRICT

## Harassment/Bullying Complaint Form

Your Name: \_\_\_\_\_

Your Position (student, teacher, etc.): \_\_\_\_\_

Date of Complaint: \_\_\_\_\_

Name of Alleged Harasser/Bully: \_\_\_\_\_

Date(s) and Place(s) of Incident or Incidents: \_\_\_\_\_

\_\_\_\_\_

Description of Misconduct/Incident (Include what was said/done by those present, how you felt, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Witnesses (if any): \_\_\_\_\_

\_\_\_\_\_

Evidence of Harassment/Bullying, i.e., letters, photos, etc. (attach evidence, if possible): \_\_\_\_\_

Any Other Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Witness Disclosure Form

Name of Witness: \_\_\_\_\_

Position of Witness: \_\_\_\_\_

Date of Testimony, Interview: \_\_\_\_\_

Description of Instance Witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Any Other Information: \_\_\_\_\_

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I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Summary of Disposition of Harassment/Bullying Complaint

Name of Complainant: \_\_\_\_\_

Position of Complainant: \_\_\_\_\_

Name of Position of Alleged Harasser/Bully: \_\_\_\_\_

Name of Investigator: \_\_\_\_\_

Date of Initial Complaint: \_\_\_\_\_

Summary of Investigation: \_\_\_\_\_

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Conclusion:                      Founded \_\_\_\_\_                      Unfounded \_\_\_\_\_                      Inconclusive \_\_\_\_\_

Investigator's Signature \_\_\_\_\_

Copies to:

- \_\_\_\_\_ Complainant
- \_\_\_\_\_ Alleged Harasser
- \_\_\_\_\_ Superintendent