TWIN CITIES INTERNATIONAL ELEMENTARY SCHOOL
HARASSMENT AND VIOLENCE REPORT FORM (413)

General Statement of Policy Prohibiting Harassment and Violence

Twin Cities International Elementary School maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant__________________________
Home Address_____________________________________
Work Address_______________________________________
Home Phone__________________ Work Phone____________________

Date of Alleged Incident(s)______________________________________

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ gender \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability

Name of person you believe harassed or was violent toward you or another person or group.
_____________________________________________________________

If the alleged harassment or violence was toward another person or group, identify that person or group.______________________________________________________________

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) ________________________________________________________________

Where and when did the incident(s) occur?________________________________________________

List any witnesses that were present____________________________________________________
This complaint is filed based on my honest belief that ______________________ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)  
(Date)

Received by________________________  
(Date)