

**Mesa Public Schools
HARASSMENT REPORT**

Name of Reporter	Date/Time of Report
Contact Information	School Name

Student **Parent** **Employee** **Other**

Harassment means any abusive conduct, whether physical, verbal or psychological, that is (i) directed at a student because of his or her real or perceived race, color, national origin, religion, sex (including sexual orientation, gender identity, pregnancy or marital status) or disability and (ii) sufficiently severe, pervasive, or persistent so as to interfere with or limit the student's ability to participate in or benefit from the services, activities, or opportunities offered by the school. MPS Policy JFD.

Note: If the reporter does not allege abusive conduct based on race, color, national origin, religion, sex (including sexual orientation, gender identity, pregnancy or marital status) or disability, consider whether the reporter is complaining of bullying or any other form of misconduct. A complaint of bullying should be documented using the Bullying Report form [JFD-R-F(2)].

Part I. Report Information

Name and contact information of the alleged victim of harassment:

Name and contact information of person accused of harassment:

Date, time, and location of the Incident(s):

Name and contact information of persons who witnessed the incident(s):

Name and contact information of persons whom the victim later spoke with about the incident(s):

Describe the incident, including a description of the conduct of the accused.

Has the victim been previously harassed or bullied by the accused or others? Yes No If so, describe:

Has the accused been involved in other incidents of harassment or bullying? Yes No If so, describe:

Please attach additional sheets if necessary.

Part II. Investigation Findings

I find that the following incident or incidents occurred:

I find that:

- The accused harassed the victim, based on the standard in Policy JFD.
- The accused did not harass the victim, based on the standard in Policy JFD.
- The evidence of harassment is inconclusive.

Part III. Resolution of Investigation

Disciplinary action:

Remedial Action:

Communication of Findings and Resolution:

To Victim/Parent:	Date:	Notice of Appeal Rights Delivered: Yes <input type="checkbox"/> No <input type="checkbox"/>
To Accused/Parent:	Date:	
Report completed by:		
Name(s)	Signature(s)	Date

Important Guidelines for Investigation and Report:

The administrator must use the "preponderance of the evidence" standard to decide whether the victim was harassed. This means that a finding of harassment is required if, based on the evidence, the claim is more probably true than not true.

If harassment occurred, the disciplinary action and remedial action must be calculated to prevent further acts of harassment. The administrator should consult with the area assistant superintendent regarding appropriate discipline and remedial action.

The administrator may take disciplinary action in response to other misconduct determined to have occurred, regardless of the outcome of the harassment investigation. Likewise, the administrator may take remedial action to support the victim or avoid further concerns about harassment, regardless of the outcome of the investigation.

The victim/parent must be informed of appeal rights by giving to the victim/parent the Notice of Appeal Rights: Complaint of Discrimination/Harassment Based on Race, Color, National Origin, Religion, Sex, or Disability attached to this Harassment Report form. The accused may appeal a disciplinary consequence, if any, through the student discipline process.

A completed Harassment Report is a confidential record. The findings and resolution must be communicated only to the victim, the accused, and their parents. If requested, a copy of the Harassment Report may be given to the victim or the accused if the names and other personally identifiable information of students, other than the student recipient, are redacted from the copy. Statements of witnesses may not be disclosed to persons other than the person who provided the statement. A student's disability, if any, must not be disclosed.

If the finding of harassment is negative or inconclusive, the report must not be maintained in the file of the accused.