

DOWAGIAC MIDDLE SCHOOL  
FORMAL STUDENT HARASSMENT REPORT FORM

Statement of Policy Prohibiting Harassment

The Dowagiac Union School District maintains a firm policy prohibiting all forms of discrimination. All persons are to be treated with respect and dignity. Harassment by any person - male or female - that creates an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Student \_\_\_\_\_

Home address \_\_\_\_\_

Parent or guardian \_\_\_\_\_

Home telephone \_\_\_\_\_ Parent/Guardian work telephone \_\_\_\_\_

School building you attend \_\_\_\_\_

Date of alleged incident(s) \_\_\_\_\_

Name of person you believe harassed you \_\_\_\_\_

List any witnesses that were present \_\_\_\_\_

\_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_  
\_\_\_\_\_ has harassed me. 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.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

DOWAGIAC MIDDLE SCHOOL

Student Incident Reporting Form

Reporter's Name: \_\_\_\_\_

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

**What** happened?

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**Who** was involved? (Please give first and last names and grade if possible.)

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**Did this incident involve any of the following? Please circle.**

Cell phone

Facebook

Email

**When** did it start? \_\_\_\_\_

**How** long has it been going on? \_\_\_\_\_

**How** often has it occurred? \_\_\_\_\_

**Where** did it happen? (Be specific.)

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**Witnesses** that saw what happened.

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**Who** else did you tell about this Incident? Parent? Friend? Teacher? Counselor? Advocate? Coach?

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**Is there any other information you would like us to know about this incident?**

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