

**Metropolitan School District of Steuben County**  
**REPORT OF SEXUAL HARASSMENT**

This form is to be used by any employee or student who has been subject to sexual harassment. To insure full investigation, it should be completed as accurately as possible. Be as precise as possible. An investigation may require the complainant to be interviewed.

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

Report Number \_\_\_\_\_

Please Print

Name of complainant making a charge of sexual harassment: \_\_\_\_\_

Address of complainant: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Employee Position or Student Grade/School: \_\_\_\_\_

Names of individuals involved in the harassment and indicate whether they are students or employees:

_____	_____
_____	_____
_____	_____
_____	_____

Please give a description of the sexual harassment in your own words:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names of any witnesses, indicating whether they are employees or students.

_____	_____
_____	_____
_____	_____
_____	_____

Complainant's signature \_\_\_\_\_

Please see the Metropolitan School District of Steuben County policy on Sexual Harassment for more information on the topic. Employee Policy (4118), Student Policy (6022) Present this Report to your building principal, the assistant superintendent , or Title IX Coordinator Cyndi Nusbaum.

**METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY  
SEXUAL DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES**

- A. Any employee or student who feels that the school corporation, another student, or an employee has discriminated against him/her on the basis of sex or sexually harassed him/her may use the complaint procedure explained below or may complain directly to the building principal, the assistant superintendent or the Title IX complaint designee of the school corporation. Filing of a complaint or otherwise reporting sexual discrimination will not reflect upon the individual's status nor will it affect future educational opportunities for the individual.
  
- B. The right of confidentiality will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
  
- C. Reporting Sexual Discrimination/Sexual Harassment

All reports of sexual discrimination will be handled in the following manner:

- (a) Reports must be in writing on forms supplied by the Corporation (if a verbal complaint is made, the school official should file a written report);
  
- (b) Reports must name the person(s) charged with sexual discrimination and state the facts;
  
- (c) Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the assistant superintendent and the Title IX complaint officer of all filed reports;
  
- (d) The building principal who receives a report shall thoroughly investigate the alleged sexual discrimination/sexual harassment and attempt to resolve the matter at the building level;
  
- (e) If the building principal cannot resolve the matter or is one of the person(s) named in the complaint, the complaint should be referred to the assistant superintendent or the Title IX complaint officer. The Title IX officer/assistant superintendent should investigate the matter and attempt to resolve the complaint.
  
- (f) The report and the results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a

recommendation to the Board of School Trustees of any action s/he deems appropriate.

- (g) The Board of Trustees may consider the report and the superintendent's recommendation in executive session. The Board may take any action it deems appropriate. The name of the complainant will not be released to the public unless required by law.

Title IX Complaint Officer: Cyndi Nusbaum  
Assistant Superintendent: