



Sexual Harassment and Sexual Violence Incident Report

See Board Policy #415/521

Concord School District prohibits all forms of discrimination based on sex (including without limitation, gender, sexual orientation, and/or gender identity). Sexual harassment and sexual violence against students or employees is sexual discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances, or other forms of unwelcome sexual conduct which create an intimidating, hostile, or offensive environment will not be tolerated.

The District will keep this report confidential as allowed by law. However, it may be necessary to disclose information contained in this report in order to investigate the conduct alleged and to administer proper consequences. If you have any questions regarding how the information contained in this report may be used, please discuss them with the Title IX Coordinator prior to filing the report. Once a report is filed, the district has an obligation to investigate the information provided.

1. Person making report:

Name: _____

Address: _____

Phone number: _____ Email: _____

Check all boxes that apply:

- Alleged victim Witness Parent/Guardian
- Reporter (not the target) Student Employee
- Volunteer Sibling Other

2. Alleged victim(s), if not the person making the report:

Name: _____

Address: _____

Phone number: _____ Email: _____

Alternate means to contact you (e.g. friend's phone/email) _____

Status in the District: Student Employee Other (explain): _____

3. Alleged perpetrator(s):

Name: _____

Address: _____

Phone number: _____ Email: _____

Status in the District: Student Employee Volunteer Other (explain) _____

4. Witnesses: (people who saw the incident or have information about it)

Student Staff Other Name: _____

Student Staff Other Name: _____

Student Staff Other Name: _____

5. **Description of the incident:** (include as much information as possible such as the date of the incident, location, use of any weapon(s), and whether evidence exists such as texts, pictures, videos, and emails). Please preserve any evidence you have.

Acknowledgement of Reporter

I have answered all questions and provided a description of the incident in good faith and to the best of my knowledge. I understand that I may contact the Title IX Coordinator at (603) 406-1307 if I have any questions about the reporting process or want additional information.

Signature of person submitting this report: _____ Date: _____

Retaliation Prohibited

Retaliation is any adverse action taken against a student, employee, or witness for making a good faith report of sexual harassment or for participating in an investigation. Retaliation includes threats, intimidation, harassment, coercion, or other threatening conduct. Please contact the Title IX Coordinator immediately if you believe retaliation has occurred.