

Sexual Harassment Incident Report Form
(to be completed by reporting party)
Human Resources

All individuals are asked to complete this form as soon as possible after learning of an incident that may constitute sexual harassment and violate the District's general sexual harassment policy or the District's Title IX policy.

Sexual harassment against an employee under the Illinois Human Rights Act means unwelcome sexual advances or requests for sexual favors or to engage in any unwelcome conduct of a sexual nature toward an employee, when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment against a student under the Illinois Human Rights Act means any sexual advances or requests for sexual favors made to a student, or any conduct of a sexual nature toward a student, when:

- (1) such conduct has the purpose or effect of substantially interfering with the student's work performance or creating an intimidating, hostile, or offensive educational environment; or
- (2) the district employee or agent either explicitly or implicitly makes the student's submission to or rejection of such conduct the basis for making various enumerated education-related determinations. 775 ILCS 5/5A-201(E).

Sexual harassment under Title IX means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee conditions the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school district's education program; or
- (3) Sexual assault, dating violence, domestic violence, or stalking, as defined under federal law.

Reporting Party

Name: _____ Status: ☐ Employee ☐ Student ☐ Parent
Home Address: _____ ☐ Applicant ☐ Other _____

Personal Phone No.: _____
Email Address: _____

If Employee

Title: _____ Building: _____
Work Phone No.: _____

If Student

Grade: _____ DOB: _____ Building: _____
Parent/Guardian Name: _____ Parent/Guardian Phone No.: _____
Parent/Guardian Email Address: _____

If Applicant

Position Applied For: _____ Date of Employment Application: _____

What happened? *Be as specific as possible and state facts, including alleged victim's name, alleged harasser/perpetrator name(s), and witness name(s):*

Date of occurrence:

Time of occurrence:

Location of occurrence:

Does any evidence (text, email, photo, video, etc.) exist? ☐ Yes ☐ No

If yes, please keep the evidence and describe it here:

If you are not the alleged victim, what is your relationship to the alleged victim?

If you are not the alleged victim, what is the contact information of the alleged victim (name, phone number, email, address)?

Contact information of alleged harasser/perpetrator (name, phone number, email, address)?

Date you learned of the incident:

How you learned of the incident:

Reporting Party Signature

Signature

Date