

**MINNESOTA STATE ACADEMIES  
HARASSMENT AND VIOLENCE REPORT FORM**

General Statement of Policy Prohibiting Harassment and Violence

Minnesota State Academies maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or staff or groups of students or staff on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Basis of Alleged Harassment/Violence – Check as appropriate:  Race;  Color;  
 Creed;  Religion;  National Origin;  Sex;  Age;  Marital Status;  Familial  
Status;  Status with regard to public assistance;  Sexual Orientation;  Disability

Name of person you believe harassed or was violent towards you or another person or group: \_\_\_\_\_

If the alleged harassment or violence was toward another person or group, identify that person or group. \_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: What force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

This complaint is filed based on my honest belief that \_\_\_\_\_  
has harassed or has been violent to me or to another person or group. 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.

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received by Human Resources Department:

\_\_\_\_\_  
Signature of receiving HR staff member: