**STUDENT/STAFF CONDUCT FORM – Designated Employee Version**

**DESIGNATED EMPLOYEE AUTHOR OF FORM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE/TIME FORM FILLED OUT: DATE\_\_\_\_\_\_\_\_TIME: \_\_\_\_\_\_\_\_**

**(WERE YOU DIRECT WITNESS TO INCIDENT?  Y N) IF NOT IDENTIFY STUDENT/ADULT/EMPLOYEE REPORTER NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(& WAS THAT REPORTER A WITNESS TO THE INCIDENT?  Y \_\_\_ NO\_\_\_\_\_\_)**

**IDENTITY OF ALLEGED STUDENT or STAFF RESPONDENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IDENTITY OF COMPLAINANT (person targeted by the behavior, need not have reported it): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE OF ALLEGED INCIDENT: Date:\_\_\_\_ Time: \_\_\_\_\_\_\_**

**DATE/TIME INFORMATION RECEIVED BY DESIGNEE (IF NOT A WITNESS TO INCIDENT)\_\_\_\_Date\_\_ Time**

**IDENTITY OF STUDENT WITNESSES (if any) ):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IDENTITY OF ANY OTHER DISTRICT EMPLOYEE WITNESSES (IF ANY):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ANY INITIAL ACTIONS TAKEN BY DE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DESCRIPTION OF WITNESSED OR REPORTED CONDUCT:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (use more pages if necessary)**

**DOES DESIGNEE HAVE ADDITIONAL KNOWLEDGE REGARDING ALLEGED INCIDENT - SEPARATE FROM THAT REPORTED OR WITNESSED? YES □ NO □**

**IF YES DESCRIBE THAT INFORMATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*NEW AUG 2020: IF YOU REASONABLY BELIEVE THE CONDUCT MAY OR MIGHT BE “SEXUAL HARASSMENT” YOU MUST REFER THIS MATTER DIRECTLY TO YOUR TITLE IX COORDINATOR WITHOUT DELAY.**

**DATE & TIME REPORTED TO TITLE IX COORDINATOR: DATE: \_\_\_\_\_\_\_\_\_\_\_ TIME: \_\_\_\_\_\_\_\_\_\_\_**

**Title IX Coordinator Signature acknowledging receipt: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INCIDENT REPORTED TO BUILDING ADMINISTRATOR? \_\_\_\_ YES \_\_\_\_\_ NO (If no, explain in detail WHY not reported to BA:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE & TIME INCIDENT REPORTED BY DE TO BA: DATE / TIME**

**Administrator Signature acknowledging receipt: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**