



SAN FELIPE DEL RIO CONSOLIDATED INDEPENDENT SCHOOL DISTRICT STUDENT COMPLAINT FORM

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy (FFI LEGAL/LOCAL) and is prohibited.

The District prohibits discrimination, including harassment, against any student. Discrimination is defined as treating a student or group of students differently from similarly situated students on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. One type of harassment this policy prohibits is dating violence, and retaliation against anyone exercising their rights under this policy is a violation of District policy (FFH LEGAL/LOCAL) and is prohibited.

Your Right to File a Complaint

All charges of bullying, sexual harassment, and dating violence are to be taken very serious by students, faculty, staff, administration, and parents. The District will make every reasonable effort to handle and respond to every charge and complaint filed by students and employees in a fair, thorough, and just manner. Every reasonable effort will be made to protect the due process rights of all victims and all alleged offenders.

Instructions: Use this form to report bullying or cyberbullying, discrimination, harassment, dating violence or retaliation. School officials will use the information provided on this form to investigate the matter and take any appropriate steps necessary to ensure your safety.

Complete the form, providing as much detailed information as possible so that the complaint may be properly investigated.

It is important that you report the facts as accurately and completely as possible and that you cooperate fully with the persons designated to investigate the complaint.

Where to file: Complaint forms will be available from any administrator or counselor. Once completed, the principal or designee will handle all complaints.

Confidentiality: To conduct this investigation in a confidential manner, the school will disclose the contents of your complaint only to those persons who have a need to know of your complaint. In signing the complaint form, you authorize the school to disclose as needed the information you have provided, and may in the future provide, regarding your complaint. Your complaint form will not be shown to the accused student.

Important Note: Retaliation against a person who files a formal complaint is strictly prohibited and is grounds for disciplinary action.

Definitions

Ally

Someone who speaks out or takes action on behalf of someone else. Also known as an upstander.

Bullying

Bullying occurs when a student intentionally engages in written, verbal, electronic or physical expression on school property, at a school-sponsored or school-related activity or in a vehicle operated by the district that:

- has the effect or will have the effect of physically harming a student, damaging a student's property or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- is sufficiently severe, persistent, and pervasive that the action or threat creates an intimidating, threatening or abusive educational environment for a student.

The conduct is considered bullying if it exploits an imbalance of power between the student perpetrator and the student target through written or verbal expression or physical conduct; and interferes with a student's education or substantially disrupts the operation of a school.

Bystander

Someone who sees something negative happening - bullying, harassment or discrimination - and does not say or do anything.

Cyberbullying

Cyberbullying involves using the Internet, interactive and digital technologies, cell phones or other electronic devices to engage in written, verbal or physical expression that has the effect of physically harming a student; damaging a student's property or placing a student in reasonable fear of harm to the student's person; or is sufficiently severe, persistent or pervasive that the action creates an intimidating, threatening, or abusive educational environment for a student.

Dating Violence

Dating violence occurs when a student in a current or past dating relationship uses physical, sexual, verbal or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence may also occur when a person commits these acts against a person in a dating relationship with an individual who is or was in a relationship with the person committing the offense. For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent or pervasive and intentional that the conduct:

- affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile or offensive educational environment; or has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- otherwise adversely affects the student's educational opportunities.

Discrimination

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, sexual orientation, national origin, disability or on any other basis prohibited by law, which adversely affects the student.

False Claim

A student who intentionally makes a false claim or offers false statements in a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action in accordance with law.

Hazing

Any intentional, knowing, or reckless act occurring on or off the campus of an educational institution directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Sexual Harassment

Sexual harassment of students is conduct that is so severe, pervasive, and objectively offensive that it can be said to deprive the target of access to the educational opportunities or benefits provided by the school. Sexual harassment does not include simple acts of teasing and name-calling among school children, however, even when the comments target differences in gender.

Upstander

Someone who witnesses a negative action such as bullying, harassment or discrimination and takes some kind of action to stop it.



SAN FELIPE DEL RIO CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
STUDENT COMPLAINT FORM

Today's Date: _____

Reporter Information

Name: _____ ID# _____

Campus: _____ E-mail: _____

Phone: _____

Parent Name: _____ Primary Phone: _____

E-mail: _____

Type of Prohibited Conduct Reported:

- Bullying Cyberbullying Dating Violence Discrimination Hazing
- Sexual Harassment Retaliation

- List the name of the individual accused of bullying, sexual harassment, or dating violence:

- Relationship between you and the accused individual: _____

- Describe the incident: _____

- Where and when did it happen? _____

- Were there any witnesses? yes no If yes, who? _____

- Is this the first incident? yes no If no, how many times has it happened before?

- Other information, including previous incidents or threats: _____

Student or parent declines to complete this form: _____ Initial and date.

I certify that all statements made in the complaint are true and complete. Any intentional misstatement of fact will subject me to appropriate discipline. I authorize school officials to disclose the information I provide only as necessary in pursuing the investigation.

Signature of student: _____ Date: _____

Signature of school official receiving complaint: _____ Date: _____

Signature of school official conducting follow-up: _____ Date: _____

Notes of actions taken: _____

Date	Documentation/Follow-up	Signature of Student/Staff