

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION (REGULATION) FFH

Note: This regulation addresses discrimination, harassment, and retaliation involving District students. For provisions regarding discrimination, harassment, and retaliation involving District employees, see board adopted policy DIA. For reporting requirements related to child abuse and neglect, see board adopted policy FFG. For provisions regarding bullying, see board adopted policy FFI.

A counselor or administrator who receives a report of bullying, sexual harassment, or dating violence will address the following issues with the student who was the target of the reported behaviors in a private meeting before assisting the student to complete the Complaint Form.

HOW TO FILE A
COMPLAINT

It is the policy of the District that all students and employees be free from bullying and sexual harassment, including violence in students' relationships. All charges of bullying, sexual harassment, and dating violence are to be taken very seriously 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, sexual harassment, and dating violence so that school officials may investigate and take appropriate steps to increase 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 counselor or administrator. 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 only be released to a third party as allowed by law.

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RETALIATION
PROHIBITED

Retaliation against a person who files a formal complaint is strictly prohibited and is grounds for disciplinary action, including but not limited to detention, Saturday school, community service, etc. [See the Student Code of Conduct]

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STUDENT COMPLAINT FORM
BULLYING, SEXUAL HARASSMENT, DATING VIOLENCE

Student: _____

Student ID: _____

Grade: _____ Date: _____ Time: _____ School: _____

Complete only if you are a staff member-submitting complaint on behalf of student:

Name of staff assisting student:

Please answer the following questions about the most serious incident:

Name of student(s) accused of bullying, sexual harassment, or dating violence:

Relationship between you and the accused student:

What happened?

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Who was involved? _____

Where and when did it happen?

Were there any witnesses? { } yes { }no If yes,
who? _____

Other information including previous incidence or threats:

Student/Parent refuses complaint form:
Signature _____ Date: _____

I certify that all statements made in the complaint are true and complete.
Any intentional misstatement of facts 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: _____

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Date: _____

Notes of actions taken:

Additional Information by Student or Staff

Date	Actions Taken/Follow Up	Signature of Student/Staff