

BIG SPRING INDEPENDENT SCHOOL DISTRICT

Student Complaint Form Instructions for Reporting Incidents of BULLYING, SEXUAL HARASSMENT, DATING VIOLENCE and SEXUAL VIOLENCE

An administrator who receives a report of bullying, sexual harassment, dating violence, or sexual violence will address the following issues with the student who was the victim of the reported behaviors in a private meeting before assisting the student in completing the Complaint Form.

Your Right to File a Complaint

The policy of Big Spring Independent School District is that all students and employees be free from bullying, sexual harassment, dating violence, and sexual violence. All charges of bullying, sexual harassment, dating violence, and sexual violence are to be taken very seriously by students, faculty, staff, administration, and parents/guardians. 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 perpetrators.

Instructions: Use this form to report bullying, sexual harassment, dating violence, and sexual violence so that school officials may investigate and take appropriate actions 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.

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 alleged perpetrator.

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, suspension, DAEP, and expulsion.

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Student Complaint Form for reporting
BULLYING, SEXUAL HARASSMENT,
DATING VIOLENCE and SEXUAL VIOLENCE

Name: _____ Student ID: _____
Grade: _____ Date: _____ Time: _____ School: _____

Please answer the following questions about the most serious incident.

List the name of the alleged perpetrator(s) of bullying, sexual harassment, dating violence, or sexual violence:

Relationship between you and the alleged perpetrator: _____

Describe the incident: _____

When and where 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: _____ 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.

Signatures
Student: _____ Date: _____
School Official Receiving Complaint: _____ Date: _____
School Official Conducting Follow-up: _____ Date: _____

Notes of Actions Taken: _____

Additional information from student or staff: _____

Documentation/Follow-up	Date	Signature of Student/Staff
_____	_____	_____
_____	_____	_____
_____	_____	_____