

EANES INDEPENDENT SCHOOL DISTRICT

STUDENT COMPLAINT FORM *BULLYING, DISCRIMINATION, HARASSMENT, RETALIATION*

Your Right to File a Complaint:

The policy of Eanes ISD is that all students and employees be free from bullying discrimination, harassment and retaliation. All charges of bullying, discrimination, harassment and retaliation are taken very seriously. The District will make every reasonable effort to handle and respond to charges and complaints filed in a fair, thorough, and just manner.

Definitions (see Board Policies FFH and FFI):

Bullying is a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

1. 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;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school.

Texas law on bullying prevention applies to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, sex (including biological sex, gender identity, sexual orientation, and gender stereotypes), gender, national origin, age, disability, or on any other basis prohibited by law, that adversely affects the student.

Prohibited harassment of a student includes physical, verbal, or nonverbal conduct based on the student's race, color, religion, sex (including biological sex, gender identity, sexual orientation, and gender stereotypes), gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. 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;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

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Instructions:

Use this form to report alleged bullying, harassment, discrimination and/or retaliation 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 an 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 the complaint. In signing the complaint form, you authorize the disclosure, as needed, of the information you have provided, and may provide in the future, regarding your complaint. Your complaint form will not be shown to the accused student.

Retaliation prohibited:

Retaliation against a person who files a formal complaint is strictly prohibited and is grounds for disciplinary action in accordance with the *Student Code of Conduct*.

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Name: _____ Student ID: _____

Grade: _____ School: _____

Please answer the following questions about the incident that prompted this report:

List the name of the student(s) accused of bullying, discrimination, harassment, or retaliation:

Relationship between you and the accused student:

Describe the incident:

Where and when did it happen?

Were there any witnesses? ☐ yes ☐ no If yes, please provide the names of the witnesses

Have there been any previous incidents involving the accused student? ☐ yes ☐ no

If yes, please explain: _____

Other information you want school officials to know:

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

Signature of student/Parent: _____ Date: _____

Signature of school official receiving complaint: _____ Date: _____

Student or parent declines to complete this form: _____ (School official: initial and date)