

**HISD****Student Support Services**

PERSONAL ATTENTION. UNIVERSAL SUCCESS.

Social and Emotional Learning (SEL)**STUDENT WELFARE:
FREEDOM FROM HARASSMENT****SCHOOL NAME
STUDENT COMPLAINT FORM
BULLYING, SEXUAL HARASSMENT, DATING VIOLENCE
COMPLAINT FORM INSTRUCTIONS**

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.

Your Right to File a Complaint...

The policy of Houston ISD is that all students and employees shall 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 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, including but not limited to Tutorials, Saturday school, community service, and suspension, etc.



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Social and Emotional Learning (SEL)

SCHOOL NAME

STUDENT COMPLAINT FORM

BULLYING, SEXUAL HARASSMENT, DATING VIOLENCE

Name: _____

Student ID: _____

Grade: _____ Date: _____ Time: _____

School: _____

Please answer the following questions about the most serious incident:

List the name of the student(s) accused of bullying, sexual harassment, or dating violence: _____

Relationship between you and the accused student: _____

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: _____

Additional information from student or staff:

Date	Documentation/Follow-up	Signature of Student/Staff