

SILVERTON
INDEPENDENT SCHOOL DISTRICT

STUDENT COMPLAINT FORM
BULLYING, SEXUAL HARASSMENT, DATING AND
SEXUAL VIOLENCE COMPLAINT FORM INSTRUCTIONS

A counselor or administrator who receives a report of bullying, sexual harassment, or dating/sexual 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 Silverton 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/sexual 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/sexual 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.

SILVERTON INDEPENDENT SCHOOL DISTRICT

STUDENT COMPLAINT FORM
BULLYING, SEXUAL HARASSMENT, DATING/SEXUAL 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/sexual 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

NOTICE OF PARENT AND STUDENTS RIGHTS:
BULLYING, SEXUAL HARASSMENT AND DATING/SEXUAL VIOLENCE

The Silverton ISD is committed to providing a positive learning environment for all students that enhances personal safety and promotes respect, dignity, and equality among students. High standards are expected for both academic achievements and for behavior.

SISD strives to ensure that all of its students and employees are 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. SISD will make every effort to handle and respond to every charge and complaint filed by students and employees in fair, thorough, and just manner. Every effort will be made to protect the due process rights of all victims and all alleged perpetrators.

Bullying is defined as written or oral expression or physical conduct that a school district's board of trustees or the board's designee determines: 1) To 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 2) To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

Harassment is defined as conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint or maliciously and substantially harms another student's physical or emotional health or safety.

Sexual harassment is conduct that is severe, pervasive, and objectively offensive in such a manner that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school. It is a form of harassment that includes touching someone in ways that are not wanted, sexual jokes, pressuring someone to have sex, threats or intimidation from a dating partner, or any other form of harassment of sexual nature that would make a reasonable person uncomfortable.

Dating violence is defined as the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship. Dating violence is a pattern of coercive behavior that one partner exerts over the other for the purpose of establishing and maintaining power and control.

Sexual violence is defined as sexual assault, sexual abuse, or sexual stalking of a minor child or teenage, including sexual violence committed by perpetrators who are strangers to the victim and by perpetrators who are known or related by blood or marriage to the victim. This definition includes behavior including but not limited to incest, molestation, child abuse, stranger rape and non stranger rape.

Students, who believe they have been harassed, bullied, or otherwise victimized by fellow students or SISD employees are encouraged to promptly report such incidents to the campus principal or other campus professional. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A student or parent/guardian who has a complaint alleging bullying, harassment, dating violence, or sexual violence may request a conference with the principal or the principal's designee. If the student or parent/guardian is not satisfied with the response from the campus staff, they may request a conference with the Superintendent or designee, or SISD's Title IX Coordinator.

Complaints will be documented and investigated in accordance with SISD policy and guidelines. Any staff member who observes an incident that involves physical or sexual assault or threats will report the incident immediately to the principal. Any staff member who learns of an incident or threat may submit a Complaint Form on behalf of the victim.

Campus Complaint Procedure:

1. Students and staff members will complete a Complaint Form available in the school's main office.
2. The Complaint Form will be submitted to the principal or designee immediately.
3. The principal or designee will investigate complaints by meeting separately with each student involved in the situation.
4. The principal will conference with the victim and parent/guardian to discuss safety and community resources.
5. The principal will conference with the alleged perpetrator during the parent/guardian conference.
6. Documentation of all Complaints Forms, follow-up actions and Stay-Away Agreements will be available to the General Counsel at all times.
7. If you would like to send the complaint form in anonymous, please mail the complaint form to Silverton ISD Attention Superintendent, PO Box 608, Silverton, Tx 79257