

Royal Independent School District
**Student Complaint Form Bullying,
Discrimination, Harassment,
Retaliation**

Your Right to File a Complaint:

The policy of Royal ISD is that all students 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 complaints filed in a fair, thorough, and just manner. Every reasonable effort will be made to protect the due process rights of victims and alleged offenders.

Where to file:

Complaint forms are available from any counselor or administrator or online. Completed complaint forms should be filed with the principal or other campus administrator.

Instructions:

Use this form to report bullying, harassment, discrimination and 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 your complaint.

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. 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 complaint is strictly prohibited and is grounds for disciplinary action in accordance with the *Student Code of Conduct*.

Name: _____ Student ID: _____

Grade: _____ Date: _____ Time: _____

School: _____

Please answer the following questions about the incident(s) that prompted this report. Use additional pages if necessary.

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

2. Describe the relationship between you and the accused student(s)/individual(s).

3. Describe the incident(s). If more than one incident, describe each separately including as much detail as possible including the date and location of each.

4. Were there any witnesses? Yes _____ No _____ **If yes**, please provide the name of each witness.

5. Have there been any previous incidents involving the accused student(s)/individual(s)?
Yes _____ No _____ **If yes**, please explain.

6. If you are alleging discrimination, harassment, or retaliation, please explain the basis of the allegation (ex: race, religion, color, gender, sex, national origin, disability).

Signature of student/parent: _____ Date: _____

Signature of school official receiving complaint: _____ Date: _____

Student or parent declines to complete this form (*initial*): _____ Date: _____