

Student Complaint Form Procedures

1. Any student who believes he or she has been the victim of harassment, intimidation or bullying, discrimination or other incident that may need to be reported, should report the alleged act to the school principal or designee. If a student is more comfortable reporting to a person other than the principal, the student may contact any school employee. The principal or designee will accept anonymous reports but formal disciplinary action may not be taken without corroborating evidence.
2. Additionally, the student should fill out the Student Complaint Form.
3. Any school employee, or an employee of an entity under contract with the school district, who receives a report, witnesses harassment, intimidation or bullying, or has reliable information that a student has been subject to harassment, intimidation or bullying shall act immediately to protect the alleged victim, if necessary, and shall immediately report the incident to the student's principal or designee for prompt investigation.
4. Upon receipt of a report of harassment, intimidation or bullying, the principal or designee shall forward a timely written report of the incident and his or her response to the Safe and Drug-Free Schools Coordinator or other individual identified by the Superintendent. That individual shall compile and maintain data on all incidents of harassment, intimidation or bullying that result in suspension or expulsion. Such data shall be reported to the Department of Education and Early Development on an annual basis.
5. The principal or designee shall by telephone and in writing notify the parents or guardians of the students involved of the alleged harassment, intimidation or bullying incident. The notice shall advise individuals involved of their due process rights.

Investigation and Corrective Action

1. The principal or designee shall promptly and thoroughly investigate all alleged acts of harassment, intimidation or bullying.
2. All involved in an alleged act of harassment, intimidation or bullying shall be advised by the principal of his or her due process rights.
3. At the conclusion of the investigation, the principal shall take such disciplinary action deemed necessary and appropriate to end the misconduct and prevent its recurrence. The principal will act in accordance with the student conduct code, the teacher code of ethics, and paraprofessional code of ethics to discipline the offending party(ies).
4. Incidents of harassment, intimidation or bullying that involve criminal activity shall be reported to law enforcement.

False Report

Students and staff who knowingly or willfully make a false report of harassment, intimidation or bullying, or provide false information in connection with an investigation, will be subject to disciplinary action up to and including suspension/expulsion for students and termination for staff.

Retaliation Prohibited

Retaliation or reprisal against any person who reports an incident of harassment, intimidation or bullying, or cooperates in an investigation, is strictly prohibited. Any such retaliation or reprisals will result in suspension or expulsion of offending students, and disciplinary action up to termination for school employees.



KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT

Student Complaint Form

1. Name of student: _____

2. Email address: _____

3. Phone: _____

4. Name of person(s) the complaint is about: _____

5. Date of incident(s): _____

6. **Nature of incident(s):**

- Bullying Teasing Verbal Argument Fight Cyber-bullying
 Verbal Harassment Physical Harassment Sexual Harassment Other

7. Have you shared your concern with any school teacher or adult? Yes No

Teacher: _____ Other Adult: _____

8. Have you shared your concern with any school principal? Yes No

School: _____ Principal: _____

9. Please describe your concern(s) in the space provided. You may provide additional information or attachments, as necessary.

10. What remedy or action do you suggest? _____

11. Has a parent been notified about this report? Yes No

Printed Name of Student

Signature of Student