NONDISCRIMINATION/HARASSMENT

San Lorenzo Valley Unified School District
NONDISCRIMINATION/HARASSMENT COMPLAINT FORM

Any student who believes s/he has been subjected to nondiscrimination/sexual harassment or who has witnessed such, may file a complaint with any school employee. Within 24 hours of receiving a complaint, the school employee shall report it to the district Coordinator for Nondiscrimination / Principal. In addition, any school employee who observes any incident of nondiscrimination/sexual harassment involving a student shall, within 24 hours, report this observation to the Coordinator / Principal, whether or not the victim files a complaint.

In any case of nondiscrimination / sexual harassment involving the Coordinator / Principal to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall instead report to the Superintendent or designee.

FOR OFFICE USE ONLY:
_____ Date Received
_____ Date Complainant Contacted
_____ Date Complainant Notified of Resolution

Please Direct to:
1. **Coordinator for Nondiscrimination / Principal, or**
2. **Coordinator / Principal, or**
3. **Director of Student Services**

San Lorenzo Valley USD
325 Marion Avenue
Ben Lomond, CA 95005

DATE: _____ **PHONE #:** _____

NAME: _____ **SCHOOL:** _____

ADDRESS: _____

1. Please describe the incident in detail: _____

NONDISCRIMINATION/HARASSMENT COMPLAINT FORM (Cont'd)

2. Please identify witnesses who may have relevant information: _____

3. Please provide any additional evidence of the incident: _____

4. Have you discussed this incident with a staff member of administrator? If so, whom? ___

If a student or parent/guardian requests confidentiality, such a request may limit the District's ability to investigate.