

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

**Your Right to File a Complaint:**

The policy of Conroe 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 (other than sexual 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. The complaint form for Title IX Sexual Harassment complaints can be found at <https://www.conroeisd.net/departments/legal/public-complaints/>.

**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.

**Retaliation prohibited:**

Retaliation against a person who files a complaint or who participates in the investigation of a complaint is strictly prohibited and is grounds for disciplinary action in accordance with the *Student Code of Conduct*.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_

This complaint involves (check all that apply):

Bullying  Harassment (other than sexual harassment)  Retaliation  Discrimination  
( race/color/national origin  disability  religion)

**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:

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

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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. Attach additional pages if necessary.

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

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5. Are there any written documents, notes, text messages, posts or videos related to your complaint? If yes, please explain and please provide copies.

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6. Please provide any other information you believe would be helpful to the investigation.

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7. Name and contact information of parent or guardian.

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

My signature indicates that the information contained in this complaint is true and correct to the best of my knowledge.

Signature of student/parent: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of school official receiving complaint: \_\_\_\_\_ Date: \_\_\_\_\_

*\*For sexual harassment complaints, please complete the Sexual Harassment Title IX Formal Complaint Form that can be found at <https://www.conroeisd.net/departments/legal/public-complaints/>*