Students E 5145.3(a)

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.

Please Direct to:	FOR OFFICE USE ONLY: Date Received Date Complainant Contacted Date Complainant Notified of Resolution 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 desc	ribe 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:
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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.

Exhibit Version: February 10, 2016

SAN LORENZO VALLEY UNIFIED SCHOOL DISTRICT Ben Lomond, California