



# Jessamine County Schools

## Report Form for Suspected Felony Offenses

This form provides the opportunity for a student, parent, legal guardian/custodian, or a board employee to report a violation of Board Policy 09.422.

**Reporting Source:** \_\_\_\_\_

**Victim(s):** \_\_\_\_\_

**Student(s) You Are Reporting:** \_\_\_\_\_

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

### CONFIDENTIALITY

*Information regarding an investigation of a suspected felony offense shall be kept confidential to the extent possible. Individuals involved in the investigation shall not discuss information regarding the complaint outside of the investigation process.*

### RETALIATION PROHIBITED

*Employees and other students shall not retaliate against a student because he or she reports a violation of the Code of Conduct or assists in any investigation regarding the violation. The superintendent shall take measures needed to protect students from such retaliation.*

### COMPLAINT (Use additional sheets if necessary and attach any evidence)

**When did the offense occur (date and time)?** \_\_\_\_\_

**Where did the offense occur?** \_\_\_\_\_

**What happened?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List any witness(es):** \_\_\_\_\_

**Date the report was received by principal:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**