

Harassment, Intimidation or Bullying Complaint Form

A student, parent or guardian, or staff member may file a complaint of harassment, intimidation or bullying pursuant to Board policy. Complete this form and submit to the building principal. Complaints against building principals should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education President. Complaints received by other staff members shall be promptly forwarded to the appropriate individual.

School Building _____

Name of Person Submitting Complaint _____

Name(s) of Offender(s) _____

Name(s) of Target(s) of Offender(s) _____

Time and Place _____

Specifically describe the conduct or incident(s) giving rise to the suspicion of harassment, intimidation or bullying. Continue on back if necessary.

Number of Such Incidents _____

Student or Staff Witnesses _____

Signature _____ Date _____
(Students may report anonymously)

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Response to complaint:

Administrator Receiving Form _____ Date Received _____

____ Substantiated Report (Action Taken) ____ Unsubstantiated Report (No Action Taken)

Include and attach written statements of alleged facts by the witnesses and the student(s) accused of the harassment, intimidation or bullying.

Signature _____ Date _____