



**HARASSMENT, INTIMIDATION OR BULLYING  
COMPLAINT FORM**

*A student, parent/guardian or staff member may file a complaint of harassment, intimidation or bullying pursuant to Board policy. To do so, complete this form and return it to the building principal. Complaints against building principals should be submitted to the Superintendent at 7946 Beechmont Avenue. Complaints against the Superintendent should be submitted to the Board of Education President at 7946 Beechmont Avenue. 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 of Incident** \_\_\_\_\_

**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** (*Students may report anonymously*) \_\_\_\_\_ **Date** \_\_\_\_\_

**OFFICE USE ONLY**

**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.***

**Administrator Signature** \_\_\_\_\_ **Date** \_\_\_\_\_