



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 ([po5517](#) and [po5517.01](#)). 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

If the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall promptly notify the District's Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266.

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** _____
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