

**Form**

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HARASSMENT, INTIMIDATION AND BULLYING COMPLAINT REPORT FORM

**Nature of Complaint:**  **Bullying**  **Sexual Harassment**  **Harassment (other)** \_\_\_\_\_

**Check all actual or perceived characteristics that were or may have been motivational factors in the alleged bullying incident:**  Race  Color  Religion  Ancestry  National Origin  Gender  Sexual Orientation  Gender Identity and Expression  Mental or Physical or Sensory Disability  OTHER actual or perceived characteristic (list) \_\_\_\_\_

**YOUR NAME** \_\_\_\_\_

**Relationship to District:** Employee Student Volunteer Parent/Guardian (Circle One)

Other \_\_\_\_\_  
Specify \_\_\_\_\_ Department/School/Grade \_\_\_\_\_

**Home Address** \_\_\_\_\_

**Work Address** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

Indicate how you learned that a student may have been the victim of harassment, intimidation or bullying:

Witnessed incident  Informed by alleged victim  Anonymous source

Informed by other person (identify if student, parent, staff person, other, and list below or attach list)

**ALLEGED VICTIM:** \_\_\_\_\_ **School:** \_\_\_\_\_ **Gr.** \_\_\_\_\_

(Include Student I.D. #s for both victim and accused)

**NAME OF PERSON WHO HARASSED/INTIMIDATED/BULLIED:**

**Date of alleged incident(s)** \_\_\_\_\_

**Location of alleged harassment, intimidation or bullying. Check and complete all that apply:**

School property. Identify: \_\_\_\_\_

School-sponsored function. Identify function: \_\_\_\_\_

School bus. Identify: \_\_\_\_\_

Off school grounds. Describe: \_\_\_\_\_

**Describe nature of alleged harassment, intimidation or bullying. Include any gesture, any relevant written verbal or physical act[s], or any electronic communication (attach additional sheets if necessary.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HARASSMENT, INTIMIDATION AND BULLYING (continued)

**Identify what harm you believe was or may have been caused by the alleged incident. Check all that apply:**

- Substantial disruption or interference with orderly operation of school or rights of others
- Physical or emotional harm
- Insulting or demeaning
- Creates a hostile educational environment
- Interferes with student's education

**List any person who you know or have reason to believe may have relevant information, and indicate if student, parent, staff member or other:**

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**Describe in narrative form what harm you believe was caused to the student and the basis for your belief.**

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**Please add any other pertinent information on a separate sheet.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature if student is considered a minor

\_\_\_\_\_  
Date

Anonymous \_\_\_\_\_

\_\_\_\_\_  
Date

(Anonymous reporting is intended as an option for parents or students, not by staff members)

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Date