



## STUDENT HARASSMENT AND BULLYING COMPLAINT FORM

The Alabama State Department of Education requires each school system to establish a procedure for the investigation of all incidents reported to school officials of harassment, violence, threats of violence, or intimidation by any other student. This form will assist schools in the Baldwin County Public School System in investigating these reported incidents of such behavior.

Today's date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ School: \_\_\_\_\_  
Month Day Year

### PERSON REPORTING INCIDENT

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Place an X in the appropriate box:  Parent/Guardian  Student  Upstander

Close adult relative of student  Other (\_\_\_\_\_)

1. Name of alleged student victim: \_\_\_\_\_ Age: \_\_\_\_\_

2. Name(s) of alleged offender(s), if known: (Please print.)	Grade	School	Is he/she a student?
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. Name of alleged witness(es), if known: (Please print.)

_____	Grade _____	School _____
_____	Grade _____	School _____
_____	Grade _____	School _____

4. On what date(s) did the incident happen?

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_    \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_    \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year                      Month Day Year                      Month Day Year

5. Where did the incident happen? (Choose all that apply.)

On school property  At a school-sponsored activity or event off school property  On a school bus

On the way to/from school  Via Internet—sent on school property  Via Internet—sent off school property

6. Place a check next to the statement(s) that best describe(s) what happened. (Choose all that apply.)

- Any bullying, harassment, or intimidation that involves physical aggression
- Hitting, kicking, shoving, spitting, hair pulling, or throwing something
- Getting another person to hit or harm the student
- Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- Demeaning and making the victim the object of jokes
- Making rude and /or threatening gestures
- Intimidating (bullying), extorting, or exploiting
- Spreading harmful rumors or gossip
- Cyberbullying (e.g., social media including Facebook, Twitter, Snapchat, Instagram, Kik, etc.)
- Sexual in nature
- Related to the student's perceived sexual orientation
- Excluding or rejecting the student
- Related to the student's disability
- Electronic communication (e.g., e-mail, text, sexting, etc.)
- Racial harassment
- Sexual harassment
- Other

7. Describe the incident(s), including what the alleged offender(s) said or did. (Please print.)

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8. Why did the bullying, harassment, or intimidation occur? (Choose all that apply.)

- |   |  |
|---|--|
| <input type="checkbox"/> Because of race            | <input type="checkbox"/> Because of immigration status |
| <input type="checkbox"/> Because of ethnicity       | <input type="checkbox"/> Because of sex                |
| <input type="checkbox"/> Because of color           | <input type="checkbox"/> Because of gender             |
| <input type="checkbox"/> Because of ancestry        | <input type="checkbox"/> Because of gender identity    |
| <input type="checkbox"/> Because of national origin | <input type="checkbox"/> Because of gender expression  |
| <input type="checkbox"/> Because of religion        | <input type="checkbox"/> Because of sexual orientation |

- Because of family/parent/material status
- Because of age
- Because of physical disability
- Because of poverty/socioeconomic status
- Because of language
- To impress others
- Just to be mean
- Because of another reason (specify) \_\_\_\_\_
- Because of mental disability
- The reason is unknown

9. Did a physical injury result from this incident? (Check the appropriate box.)

- No    Yes, but it did not require medical attention    Yes, and it required medical attention

10. Is there any additional information that you would like to provide? (Please print.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attach a separate sheet, if necessary)

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This section is to be completed by school officials.**

### Investigation Findings of the Harassment/Bullying Incident

What actions were taken to investigate this incident? (Choose all that apply.)

- Interviewed alleged student victim
- Interviewed alleged offender(s)
- Interviewed alleged witness
- Witness statements collected in writing
- Interviewed school nurse
- Reviewed any medical information available
- Interviewed alleged offender's parent/guardian
- Interviewed teachers and/or school staff
- Conducted student record review
- Interviewed student victim's parent/guardian
- Examined physical evidence
- Reviewed/Obtained copy of police report

- Examined video evidence
- Conducted meeting with school resource officer
- Reviewed social media site
- Other (specify) \_\_\_\_\_
- Other (specify) \_\_\_\_\_
- Other (specify) \_\_\_\_\_

What corrective actions were taken in this case? (Choose all that apply.)

- None were required; this was a false allegation
- None; the incident did not warrant any corrective action
- None; no bullying occurred
- None; no harassment occurred
- None; no intimidation occurred
- None; the alleged incident could not be verified
- Determined as a conflict and not bullying, harassment, or intimidation
- Student conference
- Student warning
- Letter of apology
- Mediation
- Counseling
- Parent letter
- Parent telephone call
- Parent conference
- Detention
- On campus suspension (OCS)
- Out of school suspension
- Expulsion
- Behavior contract
- Plan of support to include a "go to" adult in the school
- Separation from other student to include transfer or change in schedule
- Meeting with school resource officer
- Developed template for safety plan
- Other (specify) \_\_\_\_\_
- Other (specify) \_\_\_\_\_
- Other (specify) \_\_\_\_\_

Additional pertinent information gained during the interview:

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(Attach a separate sheet, if necessary)

**Parent Notifications:**

Alleged victim's parent notified on \_\_\_\_\_ via  Phone  Conference  Letter  
(date)

Other \_\_\_\_\_ regarding the completion of the investigation

Alleged offender's parent notified on \_\_\_\_\_ via  Phone  Conference  Letter  
(date)

Other \_\_\_\_\_ regarding the completion of the investigation

School Administrator's Name: \_\_\_\_\_

School Administrator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_