Bullying, harassment, and intimidation are serious and will not be tolerated. This form is used to report alleged harassment, intimidation, or bullying that occurred on school property, at a school-sponsored event or activity off of school property, on a school bus, or on the way to and from school, in the current school year. If you would like to report an incident of alleged bullying, harassment, or intimidation, complete this form and return it to any staff member at school. All forms will then be sent to the assistant principal for investigation. You may contact the school for additional assistance at any time.

Today's date: __________________________ Person Reporting Incident: __________________________________

Telephone (if not a current student): (____) _________________ Email: _________________________________

Please check the appropriate box:

- Faculty/Staff
- Student
- Parent/Guardian/Family Member

1. Name of student victim: ___________________________________________

2. Please list alleged offenders in the table below.

<table>
<thead>
<tr>
<th>Name(s) of alleged offenders:</th>
<th>Age/Grade</th>
<th>School</th>
<th>Is he/she a student?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td>□ Yes □ No</td>
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<td>□ Yes □ No</td>
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<td>□ Yes □ No</td>
</tr>
</tbody>
</table>

3. On what date(s) did the incident happen? _____/____/_____  _____/____/_____  _____/____/_____ 

4. Where did the incident happen? (Examples: at the bus stop, at home, in class, at lunch, in the locker room, etc.)
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

5. Please describe the alleged incident of harassment/bullying/intimidation in detail.
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

6. Why did the alleged incident occur?
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
7. List any witnesses that were present: ______________________________________________________________
   ______________________________________________________________
   ______________________________________________________________

8. How did you learn about the incident? _____________________________________________________________
   ______________________________________________________________
   ______________________________________________________________
   ______________________________________________________________

9. Did a physical injury result from this incident?
   □ No □ Yes, but it did not require medical attention □ Yes, and it required medical attention

10. If there was a physical injury, do you think there will be permanent effects? □ Yes □ No

11. Was the student victim absent from school as a result of the incident? □ Yes □ No
   a. If yes, how many days was the student victim absent from school as a result? _________________

12. Did a psychological injury result from this incident?
   □ No □ Yes, but psychological services have not been sought □ Yes, and psychological services have been sought.

13. Who have you reported this to? (parents, teachers, friends, administrator, etc.—be specific) __________
    ______________________________________________________________
    ______________________________________________________________

14. What would you like for an adult to do to help? (Example: listen to the victim, talk to the other students, what for similar behavior, disciplinary action) ______________________________________________________________
    ______________________________________________________________
    ______________________________________________________________

15. Is there any additional information you would like to provide? ______________________________________
    ______________________________________________________________
    ______________________________________________________________
    ______________________________________________________________
    ______________________________________________________________
    ______________________________________________________________
    ______________________________________________________________
    ______________________________________________________________
    ______________________________________________________________

I certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge.

Signature: _______________________________ Date: _____/_____/_____

Received by: _______________________________ Date: _____/_____/_____

All reported incidences will be investigated, but not every incident will result in school discipline.