



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 i3 Academy Schools in investigating these reported incidents of such behavior.

Today's Date: _____ Campus: _____

Person Reporting Incident	Name: _____
<input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Student <input type="checkbox"/> Upstander <input type="checkbox"/> Close adult relative of student <input type="checkbox"/> Other _____	
If student: Grade: _____	Homeroom Teacher: _____

PART I

1. Name of alleged student victim: _____ Age: _____

2. Name(s) of alleged offenders(s), if known:	Grade:	School:	Are they are 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:

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

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

Incident #1: ____/____/____ Incident #2: ____/____/____ Incident #3: ____/____/____

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.)

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

- | | | |
|--------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Because of race | <input type="checkbox"/> Because of gender identity | <input type="checkbox"/> Because of poverty/socioeconomic status |
| <input type="checkbox"/> Because of ethnicity | <input type="checkbox"/> Because of gender expression | <input type="checkbox"/> Because of mental disability |
| <input type="checkbox"/> Because of color | <input type="checkbox"/> Because of sexual orientation | <input type="checkbox"/> Just to be mean |
| <input type="checkbox"/> Because of ancestry | <input type="checkbox"/> Because of family/parent/martial status | <input type="checkbox"/> To impress others |
| <input type="checkbox"/> Because of national origin | <input type="checkbox"/> Because of physical disability | <input type="checkbox"/> The reason is unknown |
| <input type="checkbox"/> Because of religion | <input type="checkbox"/> Because of language | <input type="checkbox"/> Because of another reason |
| <input type="checkbox"/> Because of immigration status | <input type="checkbox"/> Because of age | (_____) |
| <input type="checkbox"/> Because of sex | | |
| <input type="checkbox"/> Because of gender | | |

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

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

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

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

Name: _____ Signature: _____

Phone Number: _____ Date: _____

THIS SECTION IS TO BE COMPLETED BY SCHOOL OFFICIALS.

PART II: Investigation Findings of the Harassment/Bullying Incident

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

- | | |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Interviewed alleged student victim | <input type="checkbox"/> Conducted student record review |
| <input type="checkbox"/> Interviewed alleged offender(s) | <input type="checkbox"/> Interviewed student victim's parent/guardian |
| <input type="checkbox"/> Interviewed alleged witness | <input type="checkbox"/> Examined physical evidence |
| <input type="checkbox"/> Witness statements collected in writing | <input type="checkbox"/> Reviewed/Obtained copy of police report |
| <input type="checkbox"/> Interviewed school nurse | <input type="checkbox"/> Examined video evidence |
| <input type="checkbox"/> Reviewed any medical information available | <input type="checkbox"/> Conducted meeting with school resource officer |
| <input type="checkbox"/> Interviewed alleged offender's parent/guardian | <input type="checkbox"/> Reviewed social media site |
| <input type="checkbox"/> Interviewed teachers and/or school staff | |
| <input type="checkbox"/> Other (specify) _____ | |

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

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

Additional pertinent information gained during the interview:

Parent Notifications:

Alleged victim's parents notified on ____/____/____ via: Phone Conference Letter

Other _____ regarding the completion of the investigation.

Alleged offender's parents notified on ____/____/____ via: Phone Conference Letter

Other _____ regarding the completion of the investigation.

School Administrator's Name: _____

School Administrator's Signature: _____ Date: ____/____/____