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: ___________________________________

<table>
<thead>
<tr>
<th>Person Reporting Incident</th>
<th>Name: _____________________________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Parent/Guardian</td>
<td>□ Student               □ Upstander      □ Close adult relative of student □ Other __________________</td>
</tr>
</tbody>
</table>

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?

   ____________________________________________ ________ ________________  □ Yes □ No
   ____________________________________________ ________ ________________  □ Yes □ No
   ____________________________________________ ________ ________________  □ Yes □ 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)

- Because of race
- Because of ethnicity
- Because of color
- Because of ancestry
- Because of national origin
- Because of religion
- Because of immigration status
- Because of sex
- Because of gender

- Because of gender identity
- Because of gender expression
- Because of sexual orientation
- Because of family/parent/martial status
- Because of physical disability
- Because of language
- Because of age

- Because of poverty/socioeconomic status
- Because of mental disability
- Just to be mean
- To impress others
- The reason is unknown
- Because of another reason

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: ___________________________
PART II: 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) ____________________________

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

- None were required; this was a false allegation
- None; 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
- 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.

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: _______/_____/______