**BULLYING COMPLAINT FORM**

School System:\_\_\_\_ School Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**INFRACTION REPORTED BY** (check one): Student

Date of Incident: --------Time: -----

Parent

School Staff

Specific Location of Incident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DESCRIPTION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

FOLLOW UP PROCEDURES: (Complete a separate form for each incident)

1st Incident(check all actions taken)\* Separate the student who bullied from the student who was bullied during his or her meeting with the teacher or other staff member

\_ Talk to student who is bullying

\_\_\_\_Talk to student who is bullied

\_ If bystanders are involved talk to them separately

 Following the incident send a copy of this form to the students’ grade level counselor

 Keep a copy in your files

**2nd Incident** (check all actions taken)

 Talk to student who bullied,who was bullied, and bystanders separately

 Report this 2nd incident to the Assistant Principal and/or Principal

 Ask an Administrator or Counselor to be present during the conference with the Parent or Guardian of the student who bullied

 Ask an Administrator or Counselor to be present during the conference with the Parent or Guardian of the student who was bullied

 Send a copy of the form to the grade level Counselor and the Administrator

 Keep a copy of the form in your files

\_\_\_Impose disciplinary sanction, penalty, or consequence that is available under the Student Code of Conduct.

 Parent or Parents of the students involved in the incident must sign the form to indicate their understanding of the incident and the follow up procedures

\_ Students involved in the incident must also sign the form

**3rd Incident** (check all the actions taken)

---Immediately, report incident to the Principal

 Complete form and send to Principal and Counselor

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Keep a copy of form in your files

Student's Name:----------------­ (please print)

Student's Signature:----------------

Parent/Guardian's Name:---------------

(please print)

Parent/ Guardian's Signature: -------------

Date: \_

Date: -----

Date: -----

Date: -----

School Staff Signature:--------------­ Date: \_

(Principal,**Asst. Principal,** Counselor)

* All complaints of bullying require shared communication between the Administrators and Counselors on campus