

**RANDOLPH COUNTY SCHOOL SYSTEM
BULLYING/HARASSMENT/DISCRIMINATION OF STUDENTS
COMPLAINT/REPORT FORM**

INSTRUCTIONS

Bullying, harassment, or discrimination are serious and will not be tolerated. This is a form to report alleged bullying, harassment, or discrimination. Please complete this form and return it to the principal, assistant principal, teacher or counselor at the student victim's school. The school will then conduct an investigation.

Contact the school for additional information or assistance at any time. Please refer to RCSS Policy Code 1710/4021/7230 "Prohibition against Discrimination, Harassment, and Bullying" and RCSS Policy Code 1720/4015/7225 "Discrimination, Harassment, and Bullying Complaint Procedure" for complete detail.

DEFINITIONS

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, ethnicity, sex, pregnancy, religion, age, or disability. Discrimination may be intentional or unintentional.

Harassment or Bullying means any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that: **1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or 2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.**

COMPLAINT/REPORT

Name of Person Reporting Incident:

Note: if reporting anonymously, please leave blank.

Phone Number of Person Reporting Incident:

Name of Student Victim:

May be same as person reporting

Grade Level of Student Victim:

Name of Alleged Offender:

Grade Level of Alleged Offender: _____

Date(s) of Alleged Incident(s):

Were you an eyewitness to the alleged incident(s)?

Other Witnesses (and if appropriate, grade level):

DESCRIPTION OF INCIDENT(S)

Place an X next to the statement(s) that best describes what happened

Choose all that apply:

- Bullying harassment, or discrimination involving physical aggression.
- Teasing, name-calling, making critical remarks, or threatening
- Encouraging another person to harm the student.
- Excluding or rejecting the student.
- Bullying, harassment, or discrimination involving electronic communication.
- Other (Please describe):

Place an "X" next to the location where alleged bullying, harassment, or discrimination has occurred.

Choose all that apply.

- On school property
- On a school bus
- At a school-sponsored event off school property
- On the way to or from school
- Other (Please describe):

What did the alleged offender say or do?

Please describe the incident.

How has the student been impacted by this incident?

If the school environment has been impacted by this incident, please explain.

If the student was ever absent due to the incident, please indicate the number of days and reason(s) for the absence.

AUTHENTICATION

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

Note: If this is an anonymous report, no signature is required.

Signature: _____ **Date:** _____
