

**Grades 9-12 and Adult  
HARASSMENT/VIOLENCE/BULLYING REPORT FORM**

**General Statement of School District Policy:**

- It is the policy of District 877 to maintain a learning and working environment that is free from harassment and violence.
- It shall be a violation of policy for any student or school personnel to inflict, threaten to inflict or attempt to inflict religious, racial or sexual violence upon any student or school personnel.
- It is the policy of District 877 to prevent and respond to acts of bullying, intimidation, violence and other similar disruptive behavior. It shall be a violation of policy for any student or school personnel to bully.
- The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence or bullying, and to discipline or take appropriate action against any student or school personnel who is found to have violated these policies.

Complainant \_\_\_\_\_  
Home Address \_\_\_\_\_  
Work/School Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Date(s) of alleged incident(s) \_\_\_\_\_

Circle prohibited behaviors as appropriate: **sexual**      **racial**      **religious**      **bullying**      **violence**

Name(s) of person(s) who you believe harassed, or was (were) violent towards you or bullied you.

\_\_\_\_\_  
\_\_\_\_\_

List any witnesses who were present or who may have information regarding the alleged harassment or bullying.

\_\_\_\_\_  
\_\_\_\_\_

Where did the incident(s) occur?

\_\_\_\_\_  
\_\_\_\_\_

Describe the incident in as much detail as possible, including; (1) exactly what was said, including any threats or demands; (2) whether there was physical contact and if so, a detailed description of what occurred; and (3) how you responded to the incident. If there was more than one incident, please describe each incident separately. (Attach additional pages if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*This complaint is filed based on my honest belief that \_\_\_\_\_ has harassed; has been violent to me or to another person or has bullied me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.*

Complainant's Signature \_\_\_\_\_

\_\_\_\_\_ Date

Person Receiving Report \_\_\_\_\_

\_\_\_\_\_ Date

## INVESTIGATOR FOLLOW-UP

Accused's Name: \_\_\_\_\_

The Accused's description(s) of the alleged incident(s): \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

List any witnesses that were present or who may have information regarding the alleged religious, racial or sexual harassment or violence or bullying \_\_\_\_\_

---

Accused Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

### ADMINISTRATIVE SUMMARY

---

---

---

---

---

---

---

---

Administrative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Disciplinary actions, if any: \_\_\_\_\_

---

---

---

---

---

---

Parent/guardian involvement or parent/guardian notification given? (*And relevant information*)

Yes

No

Tennessean Warning given? (*Refer to the box below for an explanation.*)

Yes

No

#### NOTE:

Tennessean warning is given to students if information requested is private data about themselves. Tell them:

1. "I am interviewing you to collect some information about (*the incident*);
2. You do not have to talk to me about it if you do not want to, but if you do not I will have to make my decision without your information;
3. Information will be used to determine what happened and any action the school district needs to take; and
4. I will try to keep this as private as possible, but I may have to talk to the principal or other school officials."

Date sent to District 877 Human Rights Officer \_\_\_\_\_