



The School District of Haverford Township

***Bullying, Harassment, Discrimination, Hazing
COMPLAINT FORM***

The building principal, designee and/or compliance officer shall prepare a written report in a timely manner. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint. The findings of this investigation shall be made available to the complainant and/or accused upon request. A copy shall be provided to the compliance office.

Complaint:

School:

Date of complaint:	SAFE TO SAY INITIATED?	YES	NO
Person making complaint:			
Status of Complainant: Student, Teacher, Support Staff, Parent			
Name(s) of offender:			
What is the relationship between the individual engaging in the questionable behavior and the target or victim (e.g. teacher/student; student/student, etc.)			
Complaint details: (Describe the incident as clearly as possible, including any graphic, written,			

electronic, verbal or non-verbal acts (i.e. offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, demands or other conduct) and any actions or activities.

Was any action taken to attempt to stop the reported behavior? Describe.

Was allegation of bullying or harassment related to (Circle):

- Based on sex (male, female) sexual orientation
- Based on race, color, or national origin
- Based on disability
- Based on age
- Based on Gender
- Based on Religion
- Based on Hazing
- None of the above
- Other

Notes:

Time and Location: When and where the incident occurred:

List any witnesses who were present:

Was this incident reported to anyone else? If so, identify to whom and when?

Signature of Parent/Guardian Filling Out Form

Date

STOP

-----The information below will be filled out by Principal, Designee, or Compliance Officer as part of the investigative process-----

Investigation

Disposition:

For this investigation, I reviewed the following documents;

For this investigation I interviewed the following individuals;

Findings:

Was this incident a violation of:

Policy #248 (Unlawful Harassment) YES NO

Policy #249 (Bullying/Cyberbullying) YES NO

Policy #259 (Gender Expansive & Transgender Students) YES NO