Chapel Hill-Carrboro City Schools
Bullying Report Form for Incidents Involving Students

Directions: **Harassment or bullying against students is serious and will not be tolerated.** Complaints may be reported orally or in writing. You may report an incident of alleged harassment or bullying by completing this form and returning it to the principal, assistant principal, teacher, or counselor at the student victim's school. In the alternative, you may submit the complaint or completed form to the CHCCS Civil Rights Compliance Coordinator. Contact the school for additional information or assistance at any time.

Today's date: _____ School: _____

Person completing this form: ☐ Victim ☐ Student ☐ Parent/Guardian
☐ Anonymous ☐ School staff ☐ Other: _____

Name: _____ Telephone: (_____) _____

_____

Name of student victim: _____

Date of Birth: _____ Race: _____ Grade: _____ Gender: _____

Name(s) of alleged offender(s) (if known):   Grade   School   Is he/she a student?

_____   _____   _____   ☐ Yes ☐ No

_____   _____   _____   ☐ Yes ☐ No

Were you an eyewitness to this behavior? ☐ Yes ☐ No

Name(s) of other witnesses (if known):   Grade   School   Is he/she a student?

_____   _____   _____   ☐ Yes ☐ No

_____   _____   _____   ☐ Yes ☐ No

Description of the Incident
On what date(s) did the incident(s) happen?   _____/_____/_____   _____/_____/_____   _____/_____/_____
                                                M   D   Y   M   D   Y   M   D   Y

Type of Offense: ☐ Electronic ☐ Physical ☐ Verbal ☐ Written

Where did the incident happen? (check all that apply)

☐ On school property   ☐ On a school bus   ☐ At a school sponsored activity or event off school property
☐ On the way to/from school   ☐ Other _____

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Please describe the behavior and any knowledge you have of the impact on the victim:

_____
_____
_____
_____
_____
_____
_____

Is there any additional information you would like to provide?* _____

_____

_____

*Attach a separate sheet if necessary

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

Signature[1]: _____ Date: _____

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For School Use Only

Who investigated the report: _____

If reported/witnessed by a teacher, was the incident recorded in Educators Handbook? _____ Yes _____ No

What was the status of the report? _____ Founded _____ Not Founded

Additional Notes:

_____
_____
_____
_____

Date the report was entered into PowerSchool: _____

_____

[1] Revised on 6/9/2021