STUDENT BULLYING COMPLAINT FORM

The Alabama State Department of Education requires each school system to establish a procedure for the investigation of all incidents reported to school officials of bullying, violence, threats of violence, or intimidation by any other student. This form will assist schools in the Baldwin County Public School System in investigating these reported incidents of such behavior.

Identified Student Supports: ☐ IEP ☐ 504 ☐ None

Today's date_____/_____/_____ School: _____
Month Day Year

Person Reporting Incident:

Name:_____

Relationship to student:

___Parent/Guardian ___Student ___Upstander ___Relative of Student ___ Other: _____

1. Name of alleged student victim: _____ Age: _____

2. Name(s) of alleged offender(s), if known: (Please print.)

	Grade	School	Is he/she a student?	
_____	____	_____	Yes	No
_____	____	_____	Yes	No
_____	____	_____	Yes	No

3. Name of alleged witness(es), if known: (Please print.)

_____	Grade _____	School _____
_____	Grade _____	School _____
_____	Grade _____	School _____

4. On what date(s) did the incident happen?

____/____/____	____/____/____	____/____/____
Month Day Year	Month Day Year	Month Day Year

5. Where did the incident happen? (Circle all that apply.)

On school property At a school-sponsored activity or event off school property On a school bus
On the way to/from school Through the internet

6. Place a check next to the statement(s) that best describe(s) what happened. (Choose all that apply.)

____Any bullying, harassment, or intimidation that involves physical aggression

____Hitting, kicking, shoving, spitting, hair pulling, or throwing something

____Getting another person to hit or harm the student

____Teasing, name-calling, making critical remarks, or threatening, in person or by other means

____Demeaning and making the victim the object of jokes

____Making rude and /or threatening gestures

____Intimidating (bullying), extorting, or exploiting

____Spreading harmful rumors or gossip

____Cyberbullying (e.g., social media, etc.)

____Of a sensitive nature

____Related to the student's perceived differences

____Excluding or rejecting the student

____Related to the student's disability

____Electronic communication (e.g., e-mail, text)

____Racial harassment

____Sexual harassment

____Other:_____

7. Describe the incident(s), including what the alleged offender(s) said or did. (Please print.)

_____
_____
_____
_____

8. Why did the bullying, harassment, or intimidation occur? (Choose all that apply.)

____Because of race

____Because of ethnicity

____Because of physical disability

____Because of family

____Because of national origin

____Because of religion

____Because of immigration status

____Because of age

____Because of socioeconomic status

____Because of mental disability

____To impress others

____The reason is unknown

9. Did a physical injury result from this incident? (Check the appropriate box.)

____No ____Yes, but did not require medical attention _____Yes, and medical attention was required

10. Is there any additional information that you would like to provide? (Please print.)

_____
_____
_____
_____

(Attach a separate sheet, if necessary)

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

Name: _____ Signature: _____

Date: _____

This section is to be completed by school officials.

Investigation Findings of the Bullying Incident

What actions were taken to investigate this incident? (Choose all that apply.)

____Interviewed alleged student victim
____Interviewed alleged offender(s)
____Interviewed alleged witness
____Witness statements collected in writing
____Interviewed school nurse
____Reviewed any medical information
____Interviewed alleged offender's parent/guardian
____Interviewed teachers and/or school staff
____Conducted student record review
____Interviewed student victim's parent/guardian
____Examined physical evidence
____Reviewed/Obtained copy of police report
____Examined video evidence
____Conducted meeting with SRO
____Reviewed social media site
Other (specify) _____
Other (specify) _____
Other (specify) _____

What actions were taken in this case? (Choose all that apply.)

____Met with IEP Team and/or Section 504 Team***

(Required for students receiving support services through an IEP or Section 504.)

____None were required; this was a false allegation
____None; the incident did not warrant any corrective action
____None; no bullying occurred
____None; no harassment occurred None; no intimidation occurred
____None; the alleged incident could not be verified
____Determined as a conflict and not bullying, harassment, or intimidation
____Student conference
____Student warning
____Letter of apology
____Mediation Counseling
____Parent letter
____Parent telephone call ____Parent conference
____Detention or In School Suspension (ISS)
____On campus suspension (OCS)
____Out of school suspension (OSS)
____Expulsion
____Behavior contract
____Plan of support to include a "go to" adult in the school
____Separation from other student to include transfer or change in schedule
____Met with school resource officer
____Developed template for safety plan
Other (specify) _____
Other (specify) _____
Other (specify) _____

Additional pertinent information gained during the interview:

_____
_____
_____
_____

(Attach a separate sheet, if necessary)

Parent Notifications:

Alleged victim's parent notified on _____ via ☐ Phone ☐ Conference ☐ Letter
(date)

☐ Other_____ regarding the completion of the investigation

Alleged offender's parent notified on _____ via ☐ Phone ☐ Conference ☐ Letter
(date)

☐ Other_____ regarding the completion of the investigation

School Administrator's Name: _____

School Administrator's Signature: _____

Date: _____