



Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/ Teen Dating Violence/Domestic Violence - Student Complaint Form

This report must be submitted in order to file a complaint regarding an incident of alleged hazing, bullying, harassment, menacing, cyberbullying and incidents of teen dating violence. The completed form should be turned into the principal or the district office.

The district will take action if the act(s) of hazing, bullying, harassment, menacing, cyberbullying and incidents of teen dating violence takes place on school grounds or any district-sponsored activity or substantially interferes with a person's educational benefits, opportunities, or performance.

Complainant's Name (Last, First)	Relationship to Victim		
Victim's Name (Last, First)	Gender	Grade	School
Victim's Name (Last, First)	Gender	Grade	School
Accused's Name (Last, First)	Gender	Grade	School
Accused's Name (Last, First)	Gender	Grade	School
Accused's Name (Last, First)	Gender	Grade	School

Date of Incident(s): _____ Date of Complaint/Report: _____

Location of Incident(s): _____

Describe the Incident(s):

Witnesses to Incident(s) (Names and Grades):

List of evidence of acts (letters, photos, online printouts):

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

Signature

Date

Received by

Date Received

This report will be followed-up within two school days. If you fear a student is in IMMEDIATE danger, contact a school official or law enforcement immediately.

Processing of Complaint:

Required Action:	Date:
Notify Parents of Victim and Accused	
Complete investigation of complaint	
Law Enforcement Contacted <input type="checkbox"/> Yes <input type="checkbox"/> No	
Outcome of investigation (Summary):	
Written findings sent to complainant/parents	
Notification letter and documentation sent to the office of the superintendent	

Appeal Process

- Step 1 Written appeal to superintendent/designee filed within 10 working days.
(Written decision provided within 10 working days.)

- Step 2 Written appeal to Board within 10 working days.
(Written decision provided within 10 working days.)