

## COMPLAINANT HARASSMENT, BULLYING, AND DISCRIMINATION INCIDENT REPORT

### COMPLAINANT / REPORTER

NAME OF COMPLAINANT / REPORTER:

TODAY'S DATE:

CHECK ONE:  Student  Staff  Parent / Guardian  Other

### TARGET

NAME OF TARGET:

CHECK ONE:  Student  Staff

BUILDING / SCHOOL:

GRADE:

GENDER:  Female  Male

### OFFENDER

NAME OF ALLEGED OFFENDER:

CHECK ONE:  Student  Staff

BUILDING / SCHOOL:

GRADE:

### INCIDENT INFORMATION

PLACE OF INCIDENT:

DATE OF INCIDENT:

TYPE OF BULLYING / HARASSMENT:

CATEGORY OF BULLYING / HARASSMENT (choose all that apply):

 VERBAL ASSAULT AGE ANCESTRY COLOR PHYSICAL ASSAULT CREED FAMILIAL STATUS GENDER IDENTITY CYBER MARITAL STATUS NATIONAL ORIGIN PHYSICAL ATTRIBUTES WRITTEN PHYSICAL OR MENTAL ABILITY OR DISABILITY POLITICAL BELIEFS POLITICAL PARTY REFERENCE INDIRECT RACE RELIGION SEX INTIMIDATION SEXUAL ORIENTATION SOCIOECONOMIC STATUS OTHER EMOTIONAL*If other, please specify:* OTHER

DESCRIPTION OF INCIDENT:

NAME(S) OF WITNESS(ES):

EVIDENCE OF THE INCIDENT (i.e., emails, text messages, letters, photos, etc — *please attach if possible*):

ADDITIONAL COMMENTS OR INFORMATION:

### PLEASE SIGN BELOW

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

COMPLAINANT / REPORTER SIGNATURE

DATE

## COMPLAINANT FORM INSTRUCTIONS

*Please do not assume the complainant is able to complete this form independently and give assistance as needed*

**NAME OF COMPLAINANT/REPORTER** - the name of the person making the allegation of bullying/harassment. This could be the victim, a witness, a teacher, a parent, etc. Indicate which in the boxes provided.

**NAME OF TARGET** - this is the name of the victim of the alleged incident. Indicate the gender, grade, building and whether the victim is a student or staff member.

**NAME OF ALLEGED OFFENDER** - this is the person (or people) who are accused of bullying/harassing behavior. Indicate the grade, building, and whether the offender is student or staff.

**DATE OF INCIDENT** - this is the date the behavior occurred. It may be different than the date the form is completed.

**PLACE OF INCIDENT** - place where the bullying/harassment happened. Be specific. This could be a specific area of the school or outside of school.

**TYPE OF BULLYING/HARASSMENT** - indicate what form the behavior took. Please refer to the document "Types of Bullying" for definitions. More than one type may be selected.

**CATEGORY OF BULLYING/HARASSMENT** - these 17 categories are protected by Iowa law and need to be identified in any incident of bullying/harassment. Refer to the "Categories of Harassment" document for definitions. More than one area may be selected.

**DESCRIPTION OF INCIDENT** - provide as much detail about the incident as possible. Include any injury or damage.

**EVIDENCE OF THE INCIDENT** - include documentation that may be helpful in the investigation. This could include printouts of email, Facebook messages, pictures, etc.

**ADDITIONAL COMMENTS** - include any other information that would be helpful in investigating or understanding this incident.

**SIGNATURE** - forms will not be investigated without containing a signature.