



SARGENT CENTRAL PUBLIC SCHOOL

BULLYING COMPLAINT FORM

This form must be completed to file a complaint relating to an incident of alleged bullying and turned in to the school principal/designee, main office or bullying report drop box. Please complete both pages, responding only to the questions you feel comfortable answering and can accurately answer. You may choose to include your name at the bottom of the form, or you may submit it anonymously. Please note that the district's ability to investigate an anonymous complaint may be limited, and the district prohibits retaliation against anyone who files a bullying report.

Describe what happened/what is happening:

When did it happen?

- Before school During school After school Unsure

Date _____

Time _____ AM PM

Where did it happen?

- In the school building (list specific room): _____ On the school playground
 In the school parking lot On the school bus Online
 At a school event (list specific event): _____
 Other (please specify): _____ Unsure

Who was committing the bullying? If you don't know the bully's name(s), describe him/her.

Who was the victim of the bullying? If you don't know his/her name, describe him/her.

Did anyone else witness the bullying? If yes, please list.

- Yes No Unsure

Were you or others physically hurt? If yes, please explain.

- Yes No Unsure

Was there any damage to anyone's personal property? If yes, please explain.

- Yes No Unsure

Have you or the victim missed any school or made any changes to your daily routine as a result of the incident(s)? If yes, please explain.

- Yes No Unsure

Select any of the following you have talked with about the bullying.

- Parent Babysitter Brother/sister Teacher
 Other school staff: _____ Other family member: _____
 Other: _____

Have you previously filed a bullying report? This information is used to determine if retaliation is occurring.

- Yes No

Contact Information

Your name: _____

Your grade and age: _____

How can we contact you?

- Phone _____
 Email _____
 Other _____