



BULLYING, CYBERBULLYING, HARASSMENT, AND RETALIATION REPORT FORM

(See Board Policy #539 – Student Safety and Violence Prevention – Bullying)

Concord School District is committed to providing students and employees with a safe and positive learning environment where every member of the school community is treated with respect. To that end, all forms of bullying, harassment, and retaliation are prohibited. Once completed, please return this form to any administrator, the building Principal, or the Title IX Coordinator. If you have questions or need assistance initiating the reporting process, please call (603) 406-1307.

1. Person making the Report:

Name: _____

Phone: _____

Email: _____

Check all boxes that apply to your status:

Alleged Victim

Witness

Parent/Guardian

Reporter (not the target)

Student

Employee

Volunteer

Administrator

Other

2. Alleged Victim(s) (if not the person making the report):

Name: _____

Phone: _____

Email: _____

Alternate way to contact you (e.g. friend's phone or email): _____

Status in the District: Student Employee Other (explain): _____

If you are a student, what school do you attend: _____ Grade: _____

3. Alleged Perpetrator(s):

Name: _____

Phone: _____

Email: _____

Status in the District: Student Employee Other (explain): _____

If a student, what school does he/she attend: _____ Grade: _____

4. Location of the incident (check all that apply):

On school property

On a school bus

At an off-campus school sponsored event or activity

Off-school property at a non-school sponsored event or activity

5. Witnesses: (people who saw the incident or have information about it)

Student Staff Other Name _____

Student Staff Other Name _____

6. **Description of the incident:** Attach a statement and describe with as much detail as possible what occurred, when it occurred, everyone who was involved, if the behavior occurred more than once, and if there was any physical harm to a person or property. If cyberbullying is alleged, identify the device used and provide copies of any texts, emails, photos, snapchats, or voicemails if available.

Acknowledgement of Reporter

I have answered all questions and provided a description of the incident(s) in good faith and to the best of my knowledge.

Signature of person submitting the report: _____

Date: _____

Retaliation Prohibited

Retaliation is any adverse action taken against a student, employee, or witness for making a good faith report of bullying, cyberbullying, or harassment, or for participating in an investigation. Retaliation includes threats, intimidation, harassment, coercion, or other threatening conduct made against an individual for making a report or cooperating in an investigation. Concord School District prohibits retaliatory behavior. Contact the Title IX Coordinator if you believe retaliation has occurred.

For Administrative Purposes:

Report Form given to: _____

Date: _____

Report forwarded to building Principal by: _____

Date: _____