



**Indicate if there are witnesses who can provide more information regarding your complaint.  
If the witnesses are not school district staff or students, please provide contact information.**

<b>Name</b>	<b>Address</b>	<b>Telephone Number</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Have there been previous incidents (circle one)?**    **Yes**                      **No**

**If “yes”, please describe the behavior of concern, the approximate dates and the location:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Were these incidents reported to school personnel (circle one)**    **Yes**    **No**

**If “Yes”, to whom was it reported?** \_\_\_\_\_

**Was the report verbal or written?** \_\_\_\_\_

**Proposed Solution:**

**Indicate your opinion on how this problem might be resolved. Be as specific as possible.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I certify that the above information and events are accurately depicted to the best of my knowledge.**

_____ <b>Signature of Complainant Received</b>	_____ <b>Date Submitted</b>	_____ <b>Received By</b>	_____ <b>Date</b>
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**For Staff Use Only:**

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Has reporter requested anonymity?      Y      N

Does the school have parent/guardian consent to disclose the student's name in connection with the investigation?      Y      N

**Administrative Investigation Notes (use separate sheet if necessary):**

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**Bullying Verified?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Remedial Action(s) Taken:**

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**If Bullying Verified, Has Notification Been Made to Parents of Students Involved?**

Parents' Names: _____	Date Notified: _____
Parents' Names: _____	Date Notified: _____
Parents' Names: _____	Date Notified: _____
Parents' Names: _____	Date Notified: _____

**If Bullying Verified, Has Invitation to Meetings Been Held with Parents of Students?**

Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____

**Date of Meetings:**

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**If Bullying Verified, Has School Developed Student Safety Support/Intervention Plan?**

**Y      N**

**(Attach bullying complaint, witness statements, and notification to parents of students involved if bullying is verified, Invitations to Parent Meetings, Records of Parent Meetings)**

**COLUMBIA PUBLIC SCHOOLS  
REPORT OF BULLYING FORM/INVESTIGATION SUMMARY**

**School** \_\_\_\_\_ **Date** \_\_\_\_\_

**Location(s)** \_\_\_\_\_

Reporter Information:

Anonymous student report \_\_\_\_\_

Staff Member report \_\_\_\_\_ Name \_\_\_\_\_

Parent/Guardian report \_\_\_\_\_ Name \_\_\_\_\_

Student report \_\_\_\_\_ Name \_\_\_\_\_

**Student Reported as Committing Act:** \_\_\_\_\_

**Student Reported as Victim:** \_\_\_\_\_

**Description of Alleged Act(s):** \_\_\_\_\_

\_\_\_\_\_

**Time and Place:** \_\_\_\_\_

**Names of Potential Witnesses:** \_\_\_\_\_

\_\_\_\_\_

**For Staff Use Only:**

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**Action of Reporter:** \_\_\_\_\_

**Administrative Investigation Notes (use separate sheet if necessary):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Bullying Verified? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Remedial Action(s) Taken:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If Bullying Verified, Report Sent to Parents of Students?**

<b>Parents' Names:</b> _____	<b>Date Sent:</b> _____
<b>Parents' Names:</b> _____	<b>Date Sent:</b> _____
<b>Parents' Names:</b> _____	<b>Date Sent:</b> _____
<b>Parents' Names:</b> _____	<b>Date Sent:</b> _____

**If Bullying Verified, Meetings Held with Parents of Students?**

<b>Parents' Names:</b> _____	<b>Date Sent:</b> _____
<b>Parents' Names:</b> _____	<b>Date Sent:</b> _____
<b>Parents' Names:</b> _____	<b>Date Sent:</b> _____
<b>Parents' Names:</b> _____	<b>Date Sent:</b> _____

**(Attach bullying complaint, witness statements, and notification to parents of students involved if bullying is verified, Invitations to Parent Meetings, Records of Parent Meetings)**

**Columbia Public Schools  
Report of Bullying/Consent to Release**

**Student Information Date:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_

**School:** \_\_\_\_\_

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To Parent/Guardian:

A complaint of bullying has been filed on behalf of your child alleging that he/she has been the victim of bullying. In order to facilitate a prompt and thorough investigation of the complaint, the Columbia Public Schools may need to disclose the name of your child and/or other information which may otherwise disclose your child's identity.

*(Please check one):*

\_\_\_\_\_ I hereby give permission for the Columbia Public Schools to disclose my child's name, along with any other information necessary to permit the district to adequately and appropriately investigate such complaint, to third parties contacted by the district as part of its investigation.

\_\_\_\_\_ I do **NOT** give permission for the Columbia Public Schools to disclose my child's name, along with any other information necessary to permit the district to adequately and appropriately investigate such complaint, to third parties contacted by the district as part of its investigation.

\_\_\_\_\_  
Signature of Parent/Guardian

Date

\_\_\_\_\_  
Name (Please print)