The Sherman School REPORT OF SUSPECTED BULLYING BEHAVIORS

Name of Person Completing Report:	Date:
Target(s) of Behaviors:	
Relationship of Reporter to Target (parent, teacher, peer, etc.):	
Would you like to remain anonymous (circle one)? Yes No	
Complaint Filed Against:	
Date of Incident: Location:	Time:
(If multiple incidents, please list each one individually to the best of	of your knowledge.)
Specify your complaint by stating the problem(s) as you see it. Desbackground to the incident, and any attempts you have made to relevant dates, times and places (add additional pages if necessary)	resolve the problem. Please note

	rovide more information regarding your complaint. If the students, please provide contact information.
Name	
	 Telephone Number
Have there been previous incidents (circl	·
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 proble	m might be resolved. Be as specific as possible.
I certify that the above information and e	events are accurately depicted to the best of my knowledge
Signature of Complainant	
Received by	Date Received

The Sherman School REPORT OF BULLYING FORM ADMINISTRATIVE INVESTIGATION SUMMARY

Date:		
Location(s):		
Reporter Information:		
Anonymous student report	Name	
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:		
Action of Reporter:		
Administrative Investigation Notes (use s necessary):		

Remedial Action (s) Taken:			
If Bullying Verified, Report Sent to Parents of Students?			
Parents' Names:	_Date Sent		
Parents' Names:	_Date Sent		
Parents' Names:	_Date Sent		
Parents' Names:	_Date Sent		
If Bullying Verified, Meetings Held with Parents of Students?			
Parents' Names:	_Date Sent		
Parents' Names:	_Date Sent		
Parents' Names:	_Date Sent		
Parents' Names:	_Date Sent		

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