

**Randolph Public Schools
CIVIL RIGHTS & BULLYING
COMPLAINT REPORT**

Students, parents and any member of the Randolph community can anonymously report bullying by completing a complaint form at the link, below. Reports will be automatically forwarded to the Randolph Public Schools District Director of Safety & Security and to the appropriate principal for investigation.

Though reports may be made anonymously, the more information the administration receives in a report, the more helpful that report is. There is room on this reporting form for a reporter to include his or her name and contact information, and it is helpful to receive reports that include this information.

RPS will fully investigate all reports, anonymous or otherwise, and will notify parents of both the target and the aggressor, as required by law. However, no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.

CHECK ONE: Civil Rights Complaint Bullying Complaint

Reporter Information

Name of Reporter/Complainant: _____

Check whether you are the: Target Reporter (not the Target)

Check whether you are a: Student Staff Member Parent Administrator

School: _____

Phone number: _____

Grade: _____

Information about the Incident:

Name of Target _____

Student Staff Other

Name of Aggressor _____

Student Staff Other

Date(s) of Incident: _____

Time of Incident(s): _____

Location of Incident(s): _____

Witnesses: (People who saw the Incident or have relevant information)

Name: _____

Student Staff Other

Name: _____

Student Staff Other

Name: _____

Student Staff Other

Attach narrative, or DESCRIBE details of the incident below. INCLUDE names of persons involved, what occurred, who did what, including specific words and language used.

Signature of Reporter/Complainant: _____ Date: _____

Form provided to: Principal Director of Safety & Security

Received by:

Administrator's Signature: _____ Date: _____

