Chapel Hill-Carrboro City School
Discrimination, Harassment or Bullying Reporting Form

Directions: **Discrimination, harassment or bullying are serious and will not be tolerated.** Complaints may be reported orally or in writing. This form may be used to report alleged discrimination, harassment or bullying that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and from school*, at any time when the student’s behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff. If you are a student victim, the parent/guardian of a student victim, an adult relative/friend of a student victim, a student witness/bystander, or a school staff member, you may report an incident of alleged discrimination, harassment or bullying, by completing this form and returning it to the principal, assistant principal, teacher, or counselor at the student victim’s school. In the alternative, you may submit the complaint or completed form to the CHCCS Civil Rights Compliance Coordinator. Contact the school for additional information or assistance at any time. Additional information regarding the District’s prohibition against discrimination and harassment can be found in Board Policies 1710/4021/7230 (Policy Against Discrimination, Harassment, and Bullying), 1720/4015/7225 (Discrimination, Harassment and Bullying Complaint Procedure), 1730/4022/7231 (Nondiscrimination on the Basis of Disabilities), and 4001 (Equal Educational Opportunities).

Discrimination, harassment and bullying are defined as conduct intended to intimidate, discredit, injure, or disturb a student or groups of students to the extent that the behavior causes mental and/or physical harm to students and is sufficiently severe, persistent, and pervasive so that it creates a learning environment that is intimidating, threatening, or abusive. Discrimination, harassment and bullying can occur face-to-face, in writing, or through use of electronic means such as the internet, emailing or text messaging. Cyberbullying can include the use of personal websites to support deliberate, repeated and hostile behavior intended to cause harm to persons or groups.

Today’s date: ___________________ School: ___________________

Person completing this form: ☐ Victim ☐ Student ☐ Parent/Guardian
(Place an X in the appropriate box: ☐ Anonymous ☐ School staff ☐ Other: ________________

Name: ______________________________________ Telephone: (_______) ___________________

Name of student victim: _______________________________________________________________

Date of Birth: ________________ Race: ________________ Grade: ________________ Gender: ________________

Name(s) of alleged offender(s) (if known): Grade School Race Gender Is he/she a student?
_______________________________________ _______ _______ _______ ☐ Yes ☐ No
_______________________________________ _______ _______ _______ ☐ Yes ☐ No

Were you an eyewitness to this behavior? ☐ Yes ☐ No

Name(s) of other witnesses (if known): Grade School Is he/she a student?
_______________________________________ _______ ☐ Yes ☐ No
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__________________________________      ____      ____      ☐ Yes  ☐ No

Description of the Incident

On what date(s) did the incident(s) happen?  ____/____/____  ____/____/____  ____/____/____
M  D  Y  M  D  Y  M  D  Y

Type of Offense:  ☐ Electronic  ☐ Gestures  ☐ Physical  ☐ Verbal  ☐ Written

Where did the incident happen? (check all that apply)
☐ On school property  ☐ On a school bus  ☐ At a school sponsored activity or event off school property
☐ On the way to/from school  ☐ Other ________________________________

What did the alleged offender(s) say or do?*________________________________________________________
________________________________________________________________________________
________________________________________________________________________________________________

What factors contributed to the discrimination, harassment or bullying?*_________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

How has the student victim been impacted by this incident?* ____________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

Has the climate of the school been impacted by the incident(s)? ☐ Yes  ☐ No

Was the student victim absent from school as a result of the incident(s)? ☐ Yes  ☐ No
If yes, how many days was the student victim absent from school as a result of the incident? __________

Is there any additional information you would like to provide?* ________________________________
________________________________________________________________________________
________________________________________________________________________________________________

*Attached a separate sheet if necessary

I agree that all information on this form is accurate and true to the best of my knowledge. If this is an anonymous report, no signature is required.

Signature: ________________________________ Date: __________________