Chapel Hill-Carrboro City Schools
Bullying Report Form for Incidents Involving Students

Directions: **Harassment or bullying against students is serious and will not be tolerated.** Complaints may be reported orally or in writing. You may report an incident of alleged 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.

Today’s date: ___________________ School: ___________________

Person completing this form: ☐ Victim ☐ Student ☐ Parent/Guardian ☐ 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 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
__________________________________ ☐ 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 ☐ 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 ____________________________
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Please describe the behavior and any knowledge you have of the impact on the victim:
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Is there any additional information you would like to provide?*  _____________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

*Attach a separate sheet if necessary

I agree that all information on this form is accurate and true to the best of my knowledge.

Signature¹: __________________________ Date: ___________________

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For School Use Only

Who investigated the report: ____________________________

If reported/witnessed by a teacher, was the incident recorded in Educators Handbook? _____ Yes  _____ No

What was the status of the report? _____ Founded  _____ Not Founded

Additional Notes:
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Date the report was entered into PowerSchool: _______________________

¹ Revised on 6/9/2021