

ATHENS CITY SCHOOLS
Form for Reporting a Complaint of Bullying, Violence,
Threats of Violence, Intimidation, or Cyberbullying

This form may be used by a student or a student's parent (or guardian) to submit a complaint regarding Harassment, Violence, Threats of Violence, Intimidation, Bullying or Cyberbullying. This form should be submitted to the principal of the student's school via mail, email or delivered in person to the principal's office.

Student's Name: _____ School: _____ Grade: _____

Home Phone: _____ Email address: _____

Home Address: _____

Preferred method of contact (provide address, e-mail, or phone number): _____

Describe the conduct/circumstances leading to the complaint, including all pertinent facts supporting the complaint (including but not limited to, the specific location(s) of the incident(s)).

(Attach additional paper, if needed.)

When did this happen (over what time period if continuing or more than once) (include date(s) and time(s), if available):

(Attach additional paper, if needed.)

Identify the person(s) whose actions led to the filing of the complaint, and all witnesses or other persons having information that is relevant to the complaint.

(Attach additional paper, if needed.)

OTHER INFORMATION:

- I believe the incident in question was motivated by the following characteristic(s) (Check All That Apply):
 - ☐ Race
 - ☐ Sex
 - ☐ Religion
 - ☐ National Origin
 - ☐ Disability
 - ☐ An imbalance of strength, power, or influence
 - ☐ Other personal characteristics
- The incident resulted in a threat of suicide by the victim: ☐ Yes ☐ No

Attach copies of documents or other evidence that is relevant to the complaint.

I affirm that to the best of my knowledge, the foregoing information is true, accurate, and complete.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Persons may refer to the *Athens City Schools Jamari Terrell Williams Student Bullying Prevention Act Policy* (which can be found in the Student Handbook and online at www.acs-k12.org) for more information. Please note that the submission of a complaint does not automatically substantiate that misconduct has occurred, and the school administration has the prerogative to investigate any allegations of wrongdoing.