

**DeKalb County Board of Education
Bullying/Harassment Report Form**

The DeKalb County Board of Education maintains a firm policy prohibiting bullying and harassment. Everyone is to be treated with respect and dignity. Bullying/Harassment by any student, teacher, administrator or other school personnel which creates an intimidating environment will not be tolerated under any circumstances.

(Only use this form to report issues relating to bullying or harassment)

Your Name: _____ (Optional, but helpful)

I am a: (Check One) Student Parent/Guardian/Family Member

School Name: _____ Today's Date _____

Describe What Happened:
(Include information- names- on the bully/harasser, victim, any witnesses/bystanders, etc.)

Location of Incident: _____

Date and Time this happened: _____

What sort of help would you like with this issue? (Optional)

Have you told anyone else about this incident? Who? (Optional)

Additional Information: (Optional)

The school administration will conduct an investigation based on this report. Confidentiality cannot always be maintained based on the ultimate outcome of the investigation. After the investigation, a conference with the parent(s) will be required. Any criminal behavior shall be reported to law enforcement.

**This form may be obtained in the office of the principal, counselor, or nurse.
Return the form to the school office.**

DEKALB COUNTY SCHOOLS BULLYING/HARASSMENT PROCEDURE FOR SCHOOL ADMINISTRATORS

- 1. Forms for reporting bullying/harassment may be obtained in the office of the principal, counselor, or nurse (and later on our website).**
- 2. The school administration, in conjunction with additional system personnel (if necessary), will investigate the alleged incident to verify those involved and the particulars of the event.**
- 3. Neither victim nor witnesses should be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or if a hearing may result from the ultimate outcome of the investigation. Efforts should be made to increase the confidence and trust of the victim and any witnesses. They will be informed that any information discussed and recorded will be confided to “need to know” status.**
- 4. Parents of both the student aggrieved and the offender will be contacted by mail and by phone call.**
- 5. School administrators (and appropriate system personnel if needed) will apply both consequences and/or remedial actions based on DeKalb County Board of Education policies. The consequences may/may not include the services of Mr. Thomas Whitten and DeKalb Youth Services.**
- 6. A written log of the incident will be maintained, disciplinary action(s) taken, statements made, and any evidence maintained while any criminal investigation is ongoing.**
- 7. Separate parent conferences with parents of both the victim and offender(s) will be scheduled within a two (2) week period to discuss the event and action to be taken. After four (4) weeks, the victim and his/her parent(s) will have a follow up conference scheduled to ensure bullying/harassment has ceased.**
- 8. Any criminal behavior shall be reported to the appropriate law enforcement agency.**