



THE SCHOOL BOARD OF BREVARD COUNTY, FLORIDA
PARENT/TEACHER/BUS DRIVER/OTHER STAFF/WITNESS COMPLAINT REPORTING FORM

DIRECTIONS: For a report of student-related bullying, sexual harassment, other forms of harassment, and teen dating violence and abuse, and/or Title IX, this form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g.

An individual can report a complaint by talking to an adult at school or completing this form and returning it to the dean, assistant principal, or principal. An individual can place this form in the school's drop off spot for anonymous reporting. If giving an oral report, a school administrator should complete this form.

Today's Date: \_\_\_/\_\_\_/\_\_\_ School: \_\_\_\_\_

Your Name: \_\_\_\_\_ (Please print)
[ ] Parent/Legal Guardian [ ] Teacher/Staff
[ ] Bus Driver [ ] Other (Witness): \_\_\_\_\_

Contact Name: \_\_\_\_\_ (Please print) Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Were you an eye witness? [ ] No [ ] Yes

If no, who reported it to you? \_\_\_\_\_

Who does this involve? \_\_\_\_\_

Nature of Complaint (tell what happened): Choose all that apply and describe the exact words or behaviors used under "Other."

- [ ] Teasing [ ] Hitting or kicking [ ] Gossip and rumors being spread
[ ] Made fun of [ ] Name calling [ ] Being left out on purpose
[ ] Shoving or pushing [ ] Getting someone in trouble [ ] E-mail, text message, social media (Print all messages and attach)
[ ] Gender Discrimination [ ] Sexual Harassment [ ] Relationship/Dating Violence
[ ] Sexual Assault [ ] Other (specify) \_\_\_\_\_

Describe what happened (the most recent incident). Attach a separate sheet, if necessary. \_\_\_\_\_

When did this happen? Date: \_\_\_\_\_

Where did this happen? Choose all that apply.

- [ ] School playground [ ] School restroom [ ] On a school bus [ ] Other school location (please specify)
[ ] School hallway [ ] School cafeteria [ ] At a school bus stop
[ ] School classroom [ ] At a school related or sponsored program or activity [ ] Off Campus/Other location (please specify)

Is there anyone who witnessed this behavior? \_\_\_\_\_

How has this behavior affected the student? \_\_\_\_\_

Have you reported prior problems with this student(s) to a teacher, principal, or other school staff before?

[ ] No [ ] Yes (If yes, who did you report it to?) \_\_\_\_\_

How many times have issues come up with the same student(s) before this incident?

Check most appropriate number of incidents. [ ] One (1) [ ] Two (2) [ ] Three or more (3 or more)

Do you have any documentation, pictures, texts, etc., to support your complaint? [ ] Yes [ ] No - If yes, attach to this form



Describe the details prior to this incident including: the date it occurred, students involved, witnesses to incident, where it happened, adult or school employee you reported it to, and what they did to help, etc.:

Prior Incident(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please add additional helpful information. \_\_\_\_\_  
\_\_\_\_\_

I certify that, to the best of my knowledge and belief, that the information provided by me on this form is "true and correct" and not a "false statement or charge".

\_\_\_\_\_  
*Your Signature*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Date*

*Thank you. This report will be investigated.*

**FOR ADMINISTRATOR USE ONLY**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Does behavior warrant disciplinary action?  Yes  No

Administrative Findings

No further action required.  Further investigation required – Complete investigation process (See Form 4)

Beginning with the 2018-2019 school year, a student enrolled in a Florida public school in **kindergarten through grade 12** who has been subjected to an incident of battery; harassment; hazing; bullying; kidnapping; physical attack; robbery; sexual offenses, harassment, assault, or battery; threat or intimidation; or fighting at school the opportunity to transfer to another public school with capacity or enroll in an approved private school under the Hope Scholarship. (Section §1002.40, Florida Statutes)

**The results of this investigation may be appealed by contacting the school principal.**