

HARASSMENT AND/OR BULLYING COMPLAINT FORM

The purpose of this form is to inform the district of an incident or series of incidents of bullying and/or harassment so we can investigate and take appropriate steps. **If you feel unsafe, or if your child feels that way, fill out this form, but we urge you to speak directly with the building Principal either in person or calling the school as soon as possible so we can address your concerns.**

Student Name: _____ Student ID: _____
Grade: _____ School: _____

Describe the incident(s). Please include when and where it happened.

List the name(s) of the individual(s) accused of bullying and/or harassment.

Were there any witnesses? Yes No If yes, please list the names of the individual(s).

I certify that all statements on this form are accurate and true to the best of my knowledge.

Signature

Date

Exhibit 0115-E

Please attach any supporting documentation (i.e., copies of emails, notes, photos, etc.).

**Return this form to: Principal- Edna Louise Spear Elementary School
Principal- Port Jefferson Middle School
Principal- Earl L. Vandermeulen High School
Assistant Superintendent for Pupil Personnel Services**

Note on confidentiality:

In order to investigate the complaint, the district will disclose the content of the complaint only to those persons who have a need to know. This form will not be shown to the accused student(s)/staff.

First reading- June 12, 2012

Second reading & adoption- July 2, 2012