

MOUNTAIN BROOK SCHOOLS / FORMAL COMPLAINT Employee
Report of Violence, Threat of Violence, Harassment, Intimidation, and/or Bullying

This form is a way to report violence, threats of violence, harassment, intimidation and/or bullying that is believed to have occurred during the current school year on school property, at a school-sponsored activity or event off school property, or on a school bus. Please deliver or mail to the principal's office.

School Name _____ **NAME** _____

Date of Incident(s): _____ Time, if known: _____

Location of Incident: _____

PERSON(S) MAKING THIS REPORT: _____

REPORTED VICTIM(S): _____

REPORTED PERPETRATOR(S): _____

DESCRIPTION OF CONDUCT LEADING TO COMPLAINT (Attach additional sheets as needed)

REQUESTED RESOLUTION/RELIEF/ACTION:

I believe the incident in question was motivated by the following characteristic(s): _____ Gender _____ Race _____ Disability _____ National Origin _____ Ethnic Group _____ Religion _____ Sex _____ Other _____

The incident resulted in a threat of suicide by the victim: YES NO

SIGNATURE OF PERSON MAKING THIS REPORT: _____ DATE: _____

SIGNATURE OF SCHOOL OFFICIAL TAKING THIS REPORT: _____ DATE: _____

***If this is a sexual harassment complaint, contact Title IX Coordinator.**