Leon County Public Schools

Report About Possible Bullying/ Harassment Incident(s)

Per LCS Policy, you can submit this form anonymously.

This form should be used to report a possible incident of bullying as defined in the Leon County School District’s policy prohibiting bullying and harassment. Bullying according to school policy (5517) involves systematic and chronic infliction of physical hurt or psychological distress on one or more student or employee. Harassment according to school policy (5517) is threatening, insulting, or dehumanizing gestures, use of data, telecommunications facilities (wireless phones, text messages), or computer software or technology (email, social networking sites, blogs, web pages), or written, verbal or physical conduct directed against a student or employee.

This form can be filled out by any person concerned about bullying or harassment. (Please use the back of this form if you would like to list your needs, your concerns.)

Your name: _________________________________ (optional) School: __________________

Name of person being mistreated: ____________________

Name of person accused of bullying/harassment: ____________________

Date(s) of incident: ______________________________________________________________________

Where did the incident happen? ________________________________________________________________

Choose the statement(s) that best describes what happened. Choose all that apply.

☐ Taunting and Insults ☐ Threat ☐ Stalking ☐ Theft ☐ Cyber Bullying ☐ Access Denied
☐ Social Isolation/Exclusion ☐ Verbal Intimidation ☐ Physical Intimidation ☐ Physical Violence
☐ Public humiliation ☐ Rumor-spreading ☐ Name Calling ☐ Mean Comments ☐ Gestures
☐ Other ________________________________

What did the alleged offender(s) say or do? ______________________________________________________

________________________________________________________________________________________

Was the incident related to the alleged victimized person’s race, sex, or disability? ☐ YES ☐ NO
If yes, please give a brief explanation. _________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Have you reported this incident to anyone before? ☐ YES or ☐ NO
If yes, who? _______________________________________________________________________________

Signature of person completing this form: _________________________________ (optional)

Date: __________________

Thank you. This report will be followed up in a prompt manner. By completing this form, you are verifying that your statements are true and exact to the best of your knowledge. **If you fear a person is in IMMEDIATE danger, please contact a trusted individual right away!**

-Turn Over-
Please list your concerns: 

1. 

2. 

3. 

4. 

5. 

Please list your needs: 

1. 

2. 

3. 

4. 

5. 

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For Office Use Only

Date Received: __________________________  Received by: __________________________
(Print Name)  (Signature)

Action(s) taken with person being mistreated: __________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Action(s) taken with person accused of bullying/harassment: ______________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Follow up with the person being mistreated: ____________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Follow up with the person being accused of bullying: ____________________________
_______________________________________________________________________________________
_______________________________________________________________________________________