

**HANCOCK COUNTY SCHOOLS
HARASSMENT/BULLYING COMPLAINT FORM
STUDENT COMPLAINT**

Name: _____ Date: _____

School: _____

Specifically, who was responsible for the harassment? _____

Describe the harassment. _____

(Attach additional pages if necessary.)

Date(s), time(s), and place(s) the harassment occurred. _____

Were there other individuals involved in the harassment? Yes _____ No _____

If so, name the individual(s) and what their role was.

Did anyone witness the harassment? Yes _____ No _____

If so, name the witnesses. _____

What was your reaction to the harassment? _____

Describe any prior incidents? _____

Signature of Complainant or Parents/Legal Guardians

Date

**HANCOCK COUNTY SCHOOLS
HARASSMENT COMPLAINT FORM
EMPLOYEE COMPLAINT**

Name: _____ Date: _____

School or Building: _____

Specifically, who was responsible for the harassment? _____

Describe the harassment. _____

(Attach additional pages if necessary.)

Date(s), time(s), and place(s) the harassment occurred. _____

Were there other individuals involved in the harassment? Yes _____ No _____

If so, name the individual(s) and what their role was. _____

Did anyone witness the harassment? Yes _____ No _____

If so, name the witnesses. _____

What was your reaction to the harassment? _____

Describe any prior incidents? _____

Signature of Complainant

Date

Incident Identification Reference _____

**HANCOCK COUNTY SCHOOLS
ADMINISTRATIVE INVESTIGATION FORM
for HARRASSMENT COMPLAINTS**

Incident Identification Reference: _____
(Case number identification as determined by county)

Date Complaint Filed: _____

Date of Investigation: _____

Facts Determined in Investigation _____

Recommended disciplinary action _____

Date of follow-up conference with complainant: _____

Results of conference _____

Other recommended action _____

Signature of Administrator _____

Date _____