

Stafford Public Schools  
Report of Bullying Form/Investigation Summary

School \_\_\_\_\_ Date \_\_\_\_\_

Location(s) \_\_\_\_\_

**Reporter Information:**

Anonymous student report	_____	Name	_____
Staff Member report	_____	Name	_____
Parent/guardian report	_____	Name	_____
Student report	_____	Name	_____

**Student Reported as Committing Act:** \_\_\_\_\_

**Student Reported as Victim:** \_\_\_\_\_

**Description of Alleged Act(s):** \_\_\_\_\_  
\_\_\_\_\_

**Time and Place:** \_\_\_\_\_

**Names of Potential Witnesses:** \_\_\_\_\_  
\_\_\_\_\_

**For Staff Use Only:**

**Action of Reporter:** \_\_\_\_\_

**Administrative Investigation Notes (use separate sheet if necessary):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Bullying Verified?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Remedial Action(s) Taken:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If Bullying Verified, Report Sent to Parents of Students ?**

Parents' Names: \_\_\_\_\_

Date Sent: \_\_\_\_\_

Parents' Names: \_\_\_\_\_

Date Sent: \_\_\_\_\_

Parents' Names: \_\_\_\_\_

Date Sent: \_\_\_\_\_

Parents' Names: \_\_\_\_\_

Date Sent: \_\_\_\_\_

(Attach bullying complaint, witness statements, and notification to parents of students involved if bullying is verified)

**In accordance with regulation 5131.91(g), the reporting obligations are as follows:**

The school will notify the parent(s) or guardian(s) of students who commit any verified acts of bullying and the parent(s) or guardian(s) of students against whom such acts were directed and invite them to attend at least one meeting. The notification shall include a description of the response of the school to such acts and any consequences that may result from the commission of further acts of bullying. However, the notification must be made in a manner that is consistent with the confidentiality and due process rights of the student(s) involved. Thus, the notification shall not disclose to the parent or guardian of the victim either the name of the perpetrator or the specific disciplinary consequences imposed upon the perpetrator. The notification also shall not include any reference to specific consequences that a student may face, but rather, such notification will advise the parents that further acts of bullying may lead to additional discipline, such as suspension or expulsion, in accordance with Board policy.

FOR INTERNAL USE ONLY