

**Employee MOUNTAIN BROOK SCHOOLS / INFORMAL COMPLAINT**

**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.**