

INSTRUCTIONS FOR PERSON COMPLETING MISD BULLYING/HARASSMENT REPORT

The Right to File a Complaint

The policy of McKinney ISD is that all students and employees be free from bullying. All charges of bullying are to be taken very seriously by students, faculty, staff, administration, and parents. The District will make every reasonable effort to handle and respond to every charge and complaint filed by students and employees in a fair, thorough, and just manner. Every reasonable effort will be made to protect the due process rights of all targeted students and all alleged offenders.

Use of the report form: Use this form to report bullying so that school officials may investigate and take appropriate steps to increase your safety.

Complete the form, providing as much detailed information as possible so that the complaint may be properly investigated.

It is important that you report the facts as accurately and completely as possible and that you cooperate fully with the persons designated to investigate the complaint.

Where to file: Complaint forms will be available from any counselor or administrator or online. Once completed, the principal or designee will handle all complaints.

Confidentiality: To conduct this investigation in a confidential manner, the school will disclose the contents of your complaint only to those persons who have a need to know of your complaint. In signing the complaint form, you authorize the school to disclose as needed the information you have provided, and may in the future provide, regarding your complaint. Your complaint form will not be shown to the accused student.

Retaliation prohibited: Retaliation against a person who files a formal complaint is strictly prohibited and is grounds for disciplinary action, including but not limited to alternative disciplinary placement, community service, and the like. [See the Student Code of Conduct.]

**McKinney Independent School District
Bullying/Harassment Report Form
(Policy FFI & FFH)**

Campus: _____ Today's Date: _____

Administrator Completing Report: _____ Title: _____

Person Reporting Bullying/Harassing Conduct: _____

Alleged Target Student's Name: _____ Grade: _____ ID#: _____

Alleged Perpetrator's Name(s): _____ Grade: _____ ID#: _____

_____ Grade: _____ ID#: _____

_____ Grade: _____ ID#: _____

Name(s) of Witness(es) to Alleged Conduct: _____

Date(s) of Incident(s): _____ Time of Incident: _____

Location of Incident: _____

Description of Incident(s) or Event(s): _____

Was Incident ever reported to anyone else? Yes No

If yes, to whom, when, and what was done: _____

Other information, including prior incidents or threats:

Receiving School Administrator's Signature: _____ Date: _____

Additional comments or notes from receiving school official: _____
