

Bullying Report Form

Casa Richard Academy students, either individually or as a part of a group, shall not harass or bully others. Prohibited conduct includes, but is not limited to, physical intimidation, taunting, name-calling and insults, and any combination of prohibited activities.

Prohibited conduct includes verbal conduct consisting of comments regarding the race, gender, religion, physical abilities or characteristics or associates of the targeted person. The principal and staff of Casa Richard Academy are committed to addressing complaints of bullying and will respond promptly and appropriately to such complaints.

Any student can complain about bullying by talking to an administrator and/or completing this form and returning it to the assistant principal or principal. A copy of this form is also located in the school counseling department or main office.

Name of Student completing this form: _____

Name(s) of Student(s) accused of bullying: _____

Description of the Incident (who, what, when, where, why and how). Use specific dates, times, locations, witness names, etc. if possible.

Signature of student completing this form: _____

Date: _____

NOTE: All complaints will be followed by an investigation. Those accused as well as the parents of students involved will be informed of complaints, witnesses will be interviewed, and all information will remain confidential except for that which must be shared as part of the investigation. By signing above, you are verifying that your statements are true and exact to the best of your knowledge.