

**Southern Ohio Educational Service Center
Board policy JFCG, Policy Prohibiting Harassment, Intimidation, or Bullying
Complaint Form**

Submit completed form and additional documentation to the superintendent

Staff member filing the complaint (print name) _____

1. Describe the actions giving rise to the suspicion of harassment, intimidation or bullying.

2. List all persons involved in the incident.

3. At what time, date and place did this incident occur?

Date _____ Time _____ Place _____

4. Who was the target(s) of the incident?

5. List all students and staff who witnessed the incident.

Staff member filing the complaint _____
Signature Date

**Note: Complete a separate Complaint Form to report multiple incidents.
Note: Provide an attached, signed statement to document additional information related to this complaint.**