



## **BULLYING/HARASSMENT REPORT INSTRUCTIONS**

### *The Right to File a Complaint:*

#### [FFI \(LOCAL\)](#)

The policy of Denton 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. Denton ISD will make every reasonable effort to handle and respond to all allegations 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 an allegation of 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 allegation may be properly investigated. It is important that the facts are reported as accurately and completely as possible.

#### ***Where to File:***

DISD Bullying/Harassment Report forms will be available from any administrator, school counselor or online. Once completed, campus administration will begin the investigative process.

#### ***Confidentiality:***

To conduct this investigation in a confidential manner, the school will disclose the contents of the allegation only to those persons who have a need to know. Signing the DISD Bullying/Harassment form, authorizes the school to disclose information provided and future information provided as needed. The DISD Bullying Harassment form will not be shown to the accused student.

#### ***Retaliation Prohibited:***

Retaliation against a person who files a formal allegation 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](#).]

**Denton Independent School District**  
**Bullying/Harassment Report Intake 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(s): \_\_\_\_\_

Location of Incident(s): \_\_\_\_\_

Description of Incident(s) or Event(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was Incident ever reported to any other District employees?      Yes      No

If yes, to whom, when, and what was done: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other information, including prior incidents or threats: \_\_\_\_\_

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Receiving Administrator's Name: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional comments or notes from receiving administrator: \_\_\_\_\_

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