



**Name**

**Address**

**Telephone Number**

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Have there been previous incidents (circle one)?

**Yes**

**No**

If "yes", please describe the behavior of concern, the approximate dates and the location:

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Were these incidents reported to school personnel (circle one)?

**Yes**

**No**

If "Yes", to whom was it reported? \_\_\_\_\_

Was the report verbal or written? \_\_\_\_\_

Proposed Solution:

Indicate your opinion on how this problem might be resolved. Be as specific as possible.

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I certify that the above information and events are accurately depicted to the best of my knowledge.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date Received

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**East Hampton Public Schools**  
**REPORT OF SUSPECTED BULLYING BEHAVIORS**

School: \_\_\_\_\_ Date: \_\_\_\_\_

**Reporter Information:**

Anonymous student report \_\_\_\_\_

Staff member report \_\_\_\_\_

Parent report \_\_\_\_\_

Student \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Student reported as committing act: \_\_\_\_\_

Student reported as victim: \_\_\_\_\_

Description of alleged acts: \_\_\_\_\_

\_\_\_\_\_

Time and place: \_\_\_\_\_

Potential Witnesses: \_\_\_\_\_

\_\_\_\_\_

**For staff use only:**

Investigated by: \_\_\_\_\_

Investigation notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bullying Verified?    **Yes**                    **No**

\_\_\_\_\_

**If bullying is not verified based on the results of the investigation:**

- Safe School Climate Specialist / Principal contacts parent/guardian of complainant and the complainant no later than 48 hours after investigation to invite parents to meeting.
- Measures shared to ensure safe school climate for complainant: \_\_\_\_\_

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- Safe School Climate Specialist / Principal contacts parent/guardian of accused and the accused no later than 48 hours after investigation to invite parents to meeting.
- Description of infraction committed by accused student (if any): \_\_\_\_\_

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- Disciplinary action per code of conduct: \_\_\_\_\_

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**If bullying is verified based on the results of the investigation:**

- Safe School Climate Specialist / Principal contacts parent/guardian of complainant and the complainant no later than 48 hours after investigation to invite parents to meeting.
- Measures shared to ensure safe school climate for complainant: \_\_\_\_\_

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- Safe School Climate Specialist / Principal contacts parent/guardian of accused and the accused no later than 48 hours after investigation to invite parents to meeting.
- Measures and/or actions taken to prevent further acts of bullying by the accused: \_\_\_\_\_

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- Disciplinary action per code of conduct: \_\_\_\_\_

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**East Hampton Public Schools  
CONSENT TO RELEASE STUDENT INFORMATION**

Name of Student: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

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To Parent/Guardian:

A complaint of bullying has been filed on behalf of your child alleging that he/she has been the victim of bullying. In order to facilitate a prompt and thorough investigation of the complaint, the East Hampton Public Schools may need to disclose the name of your child and/or other information which may otherwise disclose your child's identity.

(Please check one):

\_\_\_\_\_ I hereby give permission for the East Hampton Public Schools to disclose my child's name, along with any other information necessary to permit the district to adequately and appropriately investigate such complaint, to third parties contacted by the district as part of its investigation.

\_\_\_\_\_ I do NOT give permission for the East Hampton Public Schools to disclose my child's name, along with any other information necessary to permit the district to adequately and appropriately investigate such complaint, to third parties contacted by the district as part of its investigation.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please print)

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**East Hampton Public Schools  
Parent Letter Confirming Bullying (Sample)**

Name of Student: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

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Dear:

As I indicated during our conversation, this letter is being sent to you in response to the recent bullying incident involving your child on **(date)**. After conducting a thorough investigation of the allegations, we have determined that the complaint does involve “bullying” as defined by the district’s bullying policy #5131.911 and its administrative regulations, and as it is defined by state law, Public Act 11--232.

Although we are constrained by laws ensuring student confidentiality from discussing the specifics of discipline administered to individual students, consequences for the student who engaged in the acts of bullying will be administered in accordance with the East Hampton Public Schools Code of Conduct and Board of Education Policy.

Thank you for your assistance during this inquiry. We are committed to providing a safe and respectful environment for all of our students and to maintaining a positive, collaborative relationship with parents. I encourage you to contact the school should you have further concerns.

Sincerely,

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**East Hampton Public Schools  
Parent Letter Refuting Bullying (Sample)**

Name of Student: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

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Dear:

As I indicated during our phone conversation, this letter is being sent to you in response to the recent bullying complaint involving your child. After conducting a thorough investigation of the allegations, we have determined that your child has not been subjected to “bullying” as defined by the district’s bullying policy #5131.911 and its administrative regulations, and as it is defined by state law.

While this particular incident was not confirmed as “bullying,” I want to assure you that our school does not condone the reported behavior, and we will follow the East Hampton Public Schools disciplinary policies and procedures regarding consequences in this matter. Should you have additional concerns regarding this incident, please contact me at school.

Thank you for bringing this matter to our attention and for your assistance during this inquiry. We are committed to providing a safe and respectful environment for all of our students and to maintaining a positive, collaborative relationship with parents. I encourage you to contact the school should you have further concerns.

Sincerely,

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**East Hampton Public Schools  
Parent Letter for Student Who Bullied (Sample)**

Name of Student: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

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Dear:

As I indicated during our conversation, this letter is being sent to you in response to the recent bullying complaint involving your child on **(date)**. After conducting a thorough investigation of the allegations, we have determined that the complaint does involve “bullying” as defined by the district’s bullying policy #5131.911 and its administrative regulations, and as it is defined by state law Public Act 11- 232. Your child was the one engaged in the act of bullying.

Your child will receive behavioral consequence(s) in accordance with the East Hampton Public Schools disciplinary policies and procedures regarding bullying. You will receive a follow-up letter which will explain the details regarding the behavioral consequence(s). We will continue to work with your child to help **(name)** make appropriate choices from this point forward.

The East Hampton Public Schools are committed to providing safe and respectful environments for all our students, and to maintaining positive, collaborative relationships with parents or guardians. Please contact your child’s school if you have any questions.

Sincerely,

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