



**Division of Elementary and Secondary Education  
Compliance Assistance Center – Bullying Prevention Complaint Form**



**About the Complainant**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
 Your Position:  Student  Parent  School Employee  Attorney  Other (specify): \_\_\_\_\_  
 Student Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_  
 District/Charter: \_\_\_\_\_ School/Campus: \_\_\_\_\_

**Complaint: Bullying Prevention**

Alleged violation of the A.C.A. § 6-18-514 - Anti-bullying Policies ([link](#)).

Describe **facts** of the alleged act - including dates. Must allege a violation that occurred within the past 120 days.

CHECK (as appropriate) and DESCRIBE the **elements** (§ 6-18-514[b][2]) of the alleged bullying. The negative behavior allegedly was:

- Intentional
- Harassment (a pattern of unwelcome behavior concerning someone's protected status causing, or reasonably expected to cause, substantial interference with their school environment)
- Intimidation                       Defamation
- Humiliation                           Threat of violence
- Ridicule                               Incitement of violence

*DESCRIBE HOW:*

- By a student against another student
- By a student against a public-school employee
- Written
- Verbal
- Physical
- Electronic

The negative behavior allegedly addressed an attribute (an actual or perceived personal characteristic including race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation) of:

- A student
- A public-school employee
- A person with whom the other student or public-school employee is associated.

*DESCRIBE HOW:*



## Division of Elementary and Secondary Education Compliance Assistance Center – Bullying Prevention Complaint Form



The negative behavior allegedly caused or created actual or reasonably foreseeable:

- Physical harm to a public-school employee or student.
- Physical damage to the public-school employee's or student's property.
- Substantial interference with a student's education.
- Substantial interference with a public-school employee's role in education.
- A hostile educational environment due to severe, persistent, or widespread acts.
- Substantial disruption of the orderly operation of the public school or educational environment

DESCRIBE HOW:

CHECK (where appropriate) the allegation of LEA **non-compliance** to § 6-18-514.

- Lack of LEA School Board adopted bullying prevention policy.

Bullying prevention written policy or implementation does not:

- Clearly define the conduct that constitutes bullying.
- Prohibit bullying while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.
- Prohibit cyberbullying that results in substantial disruption of the orderly operation of the school or educational environment.
- State the consequences for engaging in prohibited conduct.
- Require staff who have witnessed or have reliable information that a student has been a target of bullying, to report the incident to the principal as soon as possible.
- Require that any person who files a credible report or makes a complaint of bullying not be subject to retaliation or reprisal in any form.
- Require that notice of what constitutes bullying, that bullying is prohibited, and the consequences of engaging in bullying be posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus in the district.
- Require that copies of the notice be provided annually to parents and legal guardians, students, school volunteers, and employees of the public school.
- Require that a full copy of the policy be made available upon request.
- Describe the procedures for reporting an incident of bullying and the steps school employees may take.

DESCRIBE HOW:

Have you **attempted to resolve** the above-mentioned allegation with the school/LEA through a report of bullying or an internal grievance procedure?

NO  YES  If yes, describe actions you have taken to seek resolution.



Division of Elementary and Secondary Education  
Compliance Assistance Center – Bullying Prevention Complaint Form



Has the allegation been **filed** with any other federal, state, or Civil Rights Office, or any federal or state court?

NO  YES  If yes, describe below.

Describe the **resolution** you are seeking.

Verify that the information you provided is accurate and sign.

Signature

Date

This form is optional. *Attach additional pages or evidence if needed.*  
Complaints must be signed, dated, and may be submitted in any written/digital format.

Submit the complaint or request to the CAC for investigation by **regular mail or email.**

**Mailing & Street Address**

Compliance Assistance Center  
Division of Elementary and Secondary Education  
4 Capitol Mall, Box 26  
Little Rock, AR 72201

**Email Address**

[ADE.EquityAssistance@ADE.Arkansas.gov](mailto:ADE.EquityAssistance@ADE.Arkansas.gov)

501-682-4213

<https://dese.ade.arkansas.gov/Offices/legal/compliance-assistance-center>