



Las Cruces Public Schools

LCPS FORM JICK-E1
Report of Harassment, Intimidation,
Bullying, or Hazing

INSTRUCTIONS: Las Cruces Public School District maintains a firm policy prohibiting all forms of harassment, intimidation, bullying and hazing. Complete as much information as possible on this report and distribute as indicated below. Reference: Policy JICK – Sexual Harassment of Students; JICFA (Hazing); JICFB Bullying/Cyberbullying, Intimidation and Hostile Conduct; JICKA (Harassment Based on Protected Characteristics)

Part I – TO BE COMPLETED BY PERSON MAKING REPORT

Complainant _____ Phone Number: _____
Complainant School/Location Name _____

Part II – INFORMATION ON VICTIM

Check type of referral: [] Harassment [] Intimidation [] Bullying [] Hazing [] Disability Child's School _____
Name of Child _____ Gender: [] F [] M Grade _____
Where and When (date and time) incident occurred _____
Date of Alleged Incident(s) _____
Name of Person you believe harassed you or another _____ Grade _____ School Name _____

Part III – OTHER INDIVIDUALS INVOLVED

Witness _____ Witness _____
Witness _____ Witness _____
Witness _____ Witness _____
Other, please explain _____

Part IV – INCIDENT INFORMATION

Describe the incident(s) as clearly as possible, including such details as what force, if any, was used; any verbal statements (i.e. threats, requests, demands); what, if any physical contact was involved, etc. (attach additional sheet if necessary)

This complaint is filed based on my honest belief that _____ has harassed, intimidate, bullied, or hazed me or another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

_____/_____/_____/_____/_____
Date Name of Complainant

_____/_____/_____/_____/_____
Date Received by