BULLYING INCIDENT REPORT FORM

If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit to the building principal. Complaints against building principals should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Date Filed: ____________________________   Time: __________________

*Name: __________________________________________________________ Phone Number: ____________________

Indicate the appropriate response to the following with a check mark (s):

- You are a: _____Student   _____Parent   _____Employee   _____Volunteer

Date(s) of alleged bullying: ____________________________________________

Name of student(s) subjected to bullying: ________________________________

Person(s) alleged to have committed the bullying or harassment: ____________________________

_____________________________________________________________________

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use back side of the form if necessary. ________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Names of Witnesses: ___________________________________________________________________

Have you reported this to anyone else: _____Yes   _____No. If so, who? _______________________

_____________________________________________________________________

*Signature of Complainant _____________________________________________

*Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter’s future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.
Additional comments:

This section is for use of District Administration

Date Received by Principal: ______________

Investigative Action taken: ____________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Result of Investigation/Action taken: __________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Signature of Principal: ________________________________________ Date: __________________