|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PRINCIPAL/SCHOOL PERSONNEL RECEIVING THE REPORT | | TODAY’S DATE  / / | | |
| PERSON’S NAME WHO REPORTED | Phone  ( ) - | Sex | Grade | Age |
| VICTIM NAME (last, first, middle) | | Sex | Grade | Age |
| ACCUSED NAME (last, first, middle) | | Sex | Grade | Age |
| VICTIM’S PARENT NAME | | Phone  ( ) - | | |
| ACCUSED’S PARENTS NAME | | Phone  ( ) - | | |

How was the bullying/harassment incident reported?

Type of Bullying: \_\_\_\_\_\_ Verbal \_\_\_\_\_\_ Physical \_\_\_\_\_\_ Relational \_\_\_\_\_\_ Cyberbullying

Check all spaces below that apply.

\_\_\_ Name calling \_\_\_ Spitting \_\_\_ Inappropriate gestures \_\_\_ Stealing \_\_\_ Intimidation

\_\_\_ Damaging property \_\_\_ Shoving \_\_\_ Threatening \_\_\_ Hitting/Kicking \_\_\_ Taunting/ridiculing

\_\_\_ Inappropriate touch \_\_\_ Making fun of/teasing \_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When did the incident occur?

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

Was this the first time you witnessed or experienced the bullying? Yes No

Was the incident reported to someone at the time it happened? Yes No

If yes, who did you report it to? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where did it happen? \_\_\_\_ Classroom \_\_\_\_ Lunchroom \_\_\_\_ Hallway \_\_\_\_ Bus \_\_\_\_ Recess

\_\_\_\_ Parking Lot \_\_\_\_ Bathroom \_\_\_\_ Other : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe, in as much detail as possible, what happened.

Do you know any of the witnesses involved? If so, please provide as much detail as possible about these people.

List evidence of bullying harassment if any (attach evidence if possible).

Physical evidence: \_\_\_\_ Graffiti \_\_\_\_ Notes \_\_\_\_ E-mail \_\_\_\_ Web sites \_\_\_\_ Video/audio tape

Response to report:

|  |  |  |
| --- | --- | --- |
| DATE | INTERVENTION |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

FOLLOWING UP:

Follow 1 (1st week after incident reported)

Comments:

Follow 2 (2nd week after incident reported)

Comments:

Follow 3 (3rd week after incident reported)

Comments:

PROCEDURE

I. District staff, parents, and/or students will report incidents of bullying/harassment to the building principal. The Principal shall promptly investigate all complaints of bullying and shall administer appropriate discipline to all individuals who violate board policy.

**Bullying Report Form**: Complete the Bullying/Harassment Report Form and submit to the principal with information about the reported bullying incident.

III. Interventions in response to the bullying incident will be documented.

IV. Weekly follow-ups will be documented to assure bullying/harassment has been eliminated.