

STAFF BULLYING REPORT FORM

Instructions: Please complete **both** pages, responding to all the questions as accurately as possible. If you are unsure of the answer to any question, please indicate so. School policy allows for the District to take disciplinary action against school staff who have knowledge/reasonable suspicion of a violation of the bullying policy and fail to report it.

Describe what happened/what is happening:			
When did it happen?	<input type="checkbox"/> Before school	Date:	
<input type="checkbox"/> During school	Time:		
<input type="checkbox"/> After school	<input type="checkbox"/> am <input type="checkbox"/> pm		
<input type="checkbox"/> Unsure			
Where did it happen?	<input type="checkbox"/> In the school building (list specific room):	<input type="checkbox"/> Online	
event):	<input type="checkbox"/> At a school event (list specific event):		
<input type="checkbox"/> On the school playground	<input type="checkbox"/> Other (please specify):		
<input type="checkbox"/> In the school parking lot	<input type="checkbox"/> Unsure		
<input type="checkbox"/> On the school bus			
Who was committing the bullying (if you're unsure of the bully's name(s) describe him/her)?			
Who was the victim of the bullying (if you're unsure of his/her name, describe him/her)?			
How did you learn of the incident?	<input type="checkbox"/> Witnessed it <input type="checkbox"/> Received a report from the victim: <input type="checkbox"/> Oral <input type="checkbox"/> Written (attach) <input type="checkbox"/> Received a report from a bystander: <input type="checkbox"/> Oral <input type="checkbox"/> Written (attach) <input type="checkbox"/> Received a report from a community member: <input type="checkbox"/> Oral <input type="checkbox"/> Written (attach) <input type="checkbox"/> Received a report from the perpetrator: <input type="checkbox"/> Oral <input type="checkbox"/> Written (attach) <input type="checkbox"/> Suspected bullying as a result of changes in a student's behavior.		

<p>Did anyone else witness information about the the bullying?</p> <p><input type="checkbox"/> Yes, please list</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Unsure</p>	<p>Please list names of witnesses and/or anyone that may have Incident.</p>
<p>Were students/others physically hurt (please explain)?</p> <p><input type="checkbox"/> Yes, explain</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Unsure</p>	
<p>Was there damage to anyone's personal property?</p> <p><input type="checkbox"/> Yes, describe</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Unsure</p>	
<p>Have you noticed a change in the victim's routine (e.g., attendance patterns changed, grades dropped, avoids certain locations in the school)?</p> <p><input type="checkbox"/> Yes, explain</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Unsure</p>	
<p>If the bullying occurred staff prevented from online is there evidence attendance patterns) that is was/has caused:</p> <p><input type="checkbox"/> A substantial disruption to the educational environmental (e.g., carrying out duties, computer networks shut down, change in</p> <p><input type="checkbox"/> A true threat (a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm)</p> <p><input type="checkbox"/> Unsure</p> <p>If applicable, explain:</p>	
<p>In your view, was the incident motivated by any of the following traits (actual or perceived)?</p> <p><input type="checkbox"/> Race</p> <p><input type="checkbox"/> Color</p> <p><input type="checkbox"/> Religion</p>	<p><input type="checkbox"/> Sex (includes sexual orientation)</p> <p><input type="checkbox"/> Status with regard to marriage or public assistance</p> <p><input type="checkbox"/> Disability (physical or mental)</p>
	<p><input type="checkbox"/> National origin</p> <p><input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Unsure</p>

Was the incident an act of retaliation against an individual who filed a previous bullying report and/or participated in an investigation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	Have you reported the incident to law enforcement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your name:			
Your school:			
List your contact information:	Phone:	Email:	

Remember to hit “save” before closing this form. Please print the form, **attach any relevant documentation that you may have**, and return it to the building administrator or his/her superior if the report implicates the building administrator. If the report implicates the Superintendent, return it to the Board President.

End of Alexander School District Exhibit ACEA-E3