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: ____________________ Your Name*: ________________________________

Phone Number(s): _____________________________________________________________

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.

This Section is for use of District Administration

Date Received by Principal: _____________

Investigative Action taken: _____________________________________________________

___________________________________________________________________________

Result of Investigation/Action taken: _____________________________________________

___________________________________________________________________________

Signature of Principal: ________________________________________________________