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 principal 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: ________________________

_________________________________________________________________________________

_________________________________________________________________________________

Name 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 the 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: _________________________________________________________

_________________________________________________________________________________

Results of investigation/Action Plan: _________________________________________________

_________________________________________________________________________________

Signature of Principal: ____________________________________________________________