

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 assistant superintendent of administrative services. Complaints against any assistant superintendents 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: _____ Time: _____

Phone Number: _____

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

You are a Student Parent Employee Volunteer

Dates(s) of alleged bullying: _____

Name of Student(s) subjected to bullying: _____

Grade of Student _____ Male Female School _____

Person(s) alleged to have committed the bullying: _____

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. _____

Name(s) 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 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 Administrator: _____

Investigative Action taken: _____

Result of Investigation/Action taken: _____

Signature of Principal: _____