

**Harassment, Intimidation, & Bullying  
Written Incident Report**

**Name of person making the report:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Employee  Student  Board Member  Parent  Other \_\_\_\_\_  
(Please Explain)

Contact Information: e-mail address: \_\_\_\_\_ phone number: \_\_\_\_\_

**Name and grade of Alleged Victim(s):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I believe that I witnessed bullying/or I am the alleged victim of bullying/or I have reasonable belief bullying is occurring in the following form(s) based upon an actual or perceived characteristic.**

**Actual or Perceived Characteristic:**

Race  Color  Religion  Ancestry  National Origin  Gender  Sexual Orientation  
 Gender Identity and Expression  Mental or Physical Sensory Disability  
 Any Other Distinguishing Characteristic: \_\_\_\_\_  
(Please Explain)

**Type of Bullying:**

- Physical Bullying (pushing, shoving, hitting, threats, vandalism, theft, etc.)
- Emotional Bullying (name calling, insults, teasing, harassing phone calls / texts, I-Ms, etc.)
- Social Bullying (gossiping, teasing about appearance, exclusion, public humiliation, etc.)
- Cyber-Bullying (texting / messaging threats, defamatory posts, derogatory emails, etc.)
- Other (please describe): \_\_\_\_\_  
\_\_\_\_\_

**Name and grade of the person(s) that are engaging in the alleged bullying behaviors:** \_\_\_\_\_  
\_\_\_\_\_

**Date and approximate time of the incident(s):** \_\_\_\_\_  
\_\_\_\_\_

**Location of the incident(s):**

On-School Property \_\_\_\_\_  
 School Bus \_\_\_\_\_  
 School Sponsored Function: \_\_\_\_\_  
 Off School Grounds \_\_\_\_\_

**Were there witnesses to the incident? List the names of any/all potential witnesses:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Comments/Relevant Information:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe, to the best of your ability, the incident of harassment, intimidation, and/or bullying. Be certain to use specific details related to the incident including all names of those involved, any education disruptions which occurred and any statements or context necessary to evaluate the allegations (for example, present or prior relationship if any of the parties, etc...) (*attach additional sheets of paper if necessary*):

Signature: \_\_\_\_\_

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

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**IF INDIVIDUAL IS UNABLE TO FILL OUT THIS REPORT**

Name of employee recording this report: \_\_\_\_\_

Signature of employee recording this report: \_\_\_\_\_

Signature of individual providing information: \_\_\_\_\_