

Bullying Incident Report Form (Staff)

This form is for use by employees, substitutes and volunteers to report incidents of student bullying.

This form must be completed and provided to the building principal (or assistant principal) within two school days of witnessing or acquiring firsthand knowledge of any bullying incident involving a student. (In the event the person named above is unavailable or is the subject of this report, reports should instead be directed to the superintendent's office.)

Employees, substitutes and volunteers who did not witness or have firsthand knowledge of an incident of bullying but receive a report from someone who did may also use this form.

Bullying frequently involves repeated behavior. If you have witnessed or have knowledge of more than one incident, please provide information on all incidents. Please feel free to use multiple forms or attach additional pages if necessary to report all related incidents.

Date Filed: _____ Name of Reporter _____

You are a(n) (Circle response please): Employee Substitute Volunteer

If you are an employee, include your title/position and assigned buildings: _____

If you are a substitute or volunteer, please provide contact information: _____

Did you witness this incident? Yes No

If No, provide the specific information as to how you found out about this incident: _____

Details of the Incident

1. Date and time the incident took place: Date _____ Time: _____
(If exact date/time are uncertain, provide approximate date/time)
2. Where did the incident take place? *(Be as specific as possible. For example, instead of "the high school," specify "the men's bathroom in the main hallway next to the business hall")*
3. Please provide as much of the following information as possible for each student who was the target of Bullying:

| | | |
|--------------------------|-------------|----------------------|
| Name of targeted student | Grade level | School of attendance |
| | | |
| Name of targeted student | Grade level | School of attendance |
| | | |
| Name of targeted student | Grade level | School of attendance |
| | | |

7. Is there any other information you believe is relevant for the district to know when investigating this incident? _____

Signature or Reporter

Date

**This report should be accompanied by any applicable evidence that bullying occurred, such as copies of notes, e-mails, or photos. If the evidence includes evidence of sexting, nudity, or inappropriate pictures of a minor DO NOT copy, download or further distribute the images. Instead, show the evidence to the principal immediately so appropriate action can be taken.

FOR SCHOOL USE:

Date Admin received: _____

Investigative Action taken: _____

Outcome of Investigation: _____ **Substantiated:** _____ **Not Substantiated:** _____

Administrator Signature: _____ **Date Completed:** _____