

# INCIDENT REPORT FORM

Date of alleged incident: \_\_\_\_\_

Check all actual or perceived characteristics that were or may have been motivational factors in the alleged bullying incident:

- Race
- Color
- Religion
- Ancestry
- National Origin
- Gender
- Sexual Orientation
- Gender Identity and Expression
- Mental or Physical or Sensory Disability
- OTHER actual or perceived characteristic (list below):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indicate how you learned that a student may have been the victim of harassment, intimidation or bullying:

- Witnessed incident
- Informed by alleged victim
- Informed by other person (identify if student, parent, staff person, other, and list below or attach list)

\_\_\_\_\_

\_\_\_\_\_

Anonymous source

List any person who you know or have reason to believe may have relevant information, and indicate if student, parent, staff member or other:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe nature of alleged harassment, intimidation or bullying. Include any gesture, any relevant written verbal or physical act[s], or any electronic communication (attach additional sheets if necessary).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of alleged harassment, intimidation or bullying. Check and complete all that apply;

- School property. Identify: \_\_\_\_\_
- School-sponsored function. Identify function: \_\_\_\_\_
- School bus. Identify: \_\_\_\_\_
- Off school grounds. Describe: \_\_\_\_\_

Identify what harm you believe was or may have been caused by the alleged incident. Check all that apply:

- Substantial disruption or interference with orderly operation of school or rights of others
- Physical or emotional harm
- Insulting or demeaning
- Creates a hostile educational environment
- Interferes with student's education

Describe in narrative form what harm you believe was caused to the student and the basis for your belief.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please add any other pertinent information on reverse of form or on a separate sheet.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

ANONYMOUS \_\_\_\_\_

DATE \_\_\_\_\_

*(Anonymous reporting is intended as an option for parents or students, not by staff members)*