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 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: ____________

____________________________________________________________________

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.

____________________________________________________________________

____________________________________________________________________

Names 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 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: ________________________________

____________________________________________________________________

Result of Investigation/Action taken: ________________________________

____________________________________________________________________

Signature of Principal: ________________________________

Mickes O’Toole, LLC