

BULLYING INCIDENT REPORT

If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit it 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: _____ Time: _____ Name: _____

Phone Number: _____

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) subject 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 the back side of the form, if necessary.

Name 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 report's future employment, grade, 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: _____