

**BULLYING INCIDENT REPORT FORM**

If you have been the target of bullying or have witnessed bullying of a district student, complete this form and submit to the building principal. If the concern or incident meets the following criteria the act could be bullying and needs to be investigated by the building principal.

**Bullying is defined as unwanted, aggressive behavior among school age children that involve a *real or perceived power imbalance*. The behavior is *repeated, or has potential to be repeated, overtime*. Bullying includes action such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.**

Date Filed: \_\_\_\_\_ Your Name: \_\_\_\_\_

Contact information Email/Phone Number: \_\_\_\_\_

I am a: Student \_\_\_ Parent \_\_\_ Employee \_\_\_ Other \_\_\_ Date(s) of alleged bullying: \_\_\_\_\_

Name of student(s) subjected to bullying: \_\_\_\_\_

Person(s) alleged to have committed the bullying: \_\_\_\_\_

Has this happened before? Yes \_\_\_ No \_\_\_ Was it reported on a bullying incident form? Yes \_\_\_ No \_\_\_

Summarize facts of the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets if needed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of Witnesses: \_\_\_\_\_

Have you reported this to anyone else? Yes \_\_\_ No \_\_\_ If so, who? \_\_\_\_\_

\_\_\_\_\_ I affirm the statement(s) I have provided is accurate and contains only facts related to the incident.

Signature of Complainant \_\_\_\_\_

**Note: 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 will not affect the complainant or reporter’s future employment. Grades, learning, or work environment. A complainant that falsely accuses someone will be subject to disciplinary action. If the results from this investigation involves student discipline, that information will not be shared with anyone other than the student(s) who receive discipline, parents or guardians.**

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This Section for use of the Administration

Date Received by Principal: \_\_\_\_\_ Date investigation was completed: \_\_\_\_\_

Investigative details, results, and action taken will be documented on the Bully Investigation Form. Attach to incident report form. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. The investigation form will not be shared with any party of this complaint.

Signature of Principal \_\_\_\_\_