

BULLYING INCIDENT FORM

Date: _____ Time: _____ Room/Location: _____

Student(s) Initiating Bullying/Harassment:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Student(s) Affected:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Type of Harassment Alleged:

Racial _____ Sexual _____ Religious _____ Other _____

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

____ Name Calling

____ Spitting

____ Stalking

____ Demeaning Comments

____ Inappropriate Gesturing

____ Stealing

____ Staring/Leering

____ Damaging Property

____ Writing/Graffiti

____ Shoving/Pushing

____ Threatening

____ Hitting/Kicking

____ Taunting/Ridiculing

____ Flashing a Weapon

____ Inappropriate Touching

____ Intimidation/Extortion

____ Other _____

Describe the incident: _____

Witnesses Present: _____

Physical evidence: Graffiti _____ Notes _____ E-mail _____ Web sites _____
Video/audio _____ Other _____

Parent(s) contacted: Date _____ Time _____

Administrative Determination of Investigation:

_____ Bullying **was** substantiated _____ Bullying **was not** substantiated

Disciplinary Actions Taken:

_____ Conference with student	_____ Restriction of privileges
_____ Conference with parent	_____ Involvement of local authorities
_____ In-School suspension	_____ Referring student to appropriate social
_____ Detention	_____ Suspension
_____ Behavioral Contract	_____ Removal from activities
_____ Changing student's seat assignment	_____ Law Enforcement
_____ Referral to OJA Program (age 12 & up) other: _____	
_____ Referring student to appropriate social agency	
_____ Require student to clean or straighten items or facilities damaged by student's behavior	
_____ Requiring student to make financial restitution	

Parent notification of investigation outcome: (occurs within 3 days of completion of the investigation)

Target's Parent(s) contacted: Date _____ Time _____

Alleged Bully's Parent(s) contacted: Date _____ Time _____

Recorded in PowerSchool: Date _____

Staff Signature: _____