

**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
- \_\_\_\_ Conference with parent
- \_\_\_\_ In-School suspension
- \_\_\_\_ Detention
- \_\_\_\_ Behavioral Contract
- \_\_\_\_ Changing student's seat assignment
- \_\_\_\_ 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
- \_\_\_\_ Restriction of privileges
- \_\_\_\_ Involvement of local authorities
- \_\_\_\_ Referring student to appropriate social
- \_\_\_\_ Suspension
- \_\_\_\_ Removal from activities
- \_\_\_\_ Law Enforcement

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: \_\_\_\_\_