

APPENDIX A: INCIDENT REPORTING FORM

I. REPORT

1. **Name of Reporter/Person Filing the Report:** _____
(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Please leave above blank if you want to report anonymously)

2. **Check whether you are the:** **Target of the behavior** **Reporter (not the target)**

3. **Check whether you are a:** **Student** **Staff member (specify role)** _____
 Parent **Administrator** **Other (specify)** _____

Your contact information/telephone number: _____

4. **If student, state your school:** _____ **Grade:** _____

5. **If staff member, state your school or work site:** _____

6. **If you are a staff member, please indicate how you came to know about this incident. (Please attaché all relevant documents- copies of emails, notes, letters, etc.)**

7. Information about the Incident:

Name of Target (of behavior): _____

Name of Aggressor (Person who engaged in the behavior): _____

Date(s) of Incident(s): _____

Time When Incident(s) Occurred: _____

Location of Incident(s) (Be as specific as possible): _____

8. Witnesses (List people who saw the incident or have information about it):

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

9. **Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.**

10. **Signature of Person Filing this Report:** _____ **Date:** _____

(Note: Reports may be filed anonymously.)

Please remember to attach all relevant prior documentation.

FOR ADMINISTRATIVE USE ONLY

11: **Form Given to:** _____ **Position:** _____ **Date:** _____

Signature: _____ **Date Received:** _____

II. INVESTIGATION

1. Investigator(s): _____ Position(s): _____
2. Interviews:
- | | | |
|-------------------------|-------------|-------------|
| ? Interviewed aggressor | Name: _____ | Date: _____ |
| ? Interviewed target | Name: _____ | Date: _____ |
| ? Interviewed witnesses | Name: _____ | Date: _____ |
| | Name: _____ | Date: _____ |
3. Any prior documented incidents by the aggressor? ? Yes ? No
- | | | |
|--|-------|------|
| If yes, have incidents involved target or target group previously? | ? Yes | ? No |
| Any previous incidents with findings of BULLYING, RETALIATION | ? Yes | ? No |

Summary of Investigation:

(Please use additional paper and attach to this document as needed)

III. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of bullying or retaliation:
- | | |
|---------------|----------------------------------|
| ? YES | ? NO |
| ? Bullying | ? Incident documented as _____ |
| ? Retaliation | ? Discipline referral only _____ |
2. Contacts:
- | | | | |
|-------------------------------------|-------------|-------------------------------|-------------|
| ? Target's parent/guardian | Date: _____ | ? Aggressor's parent/guardian | Date: _____ |
| Name _____ | | Name _____ | |
| ? District Equity Coordinator (DEC) | Date: _____ | ? Law Enforcement | Date: _____ |
| Name _____ | | Name _____ | |
3. Action Taken:
- ? Loss of Privileges ? Detention ? STEP referral ? Suspension
? Community Service ? Education ? Other _____
4. Describe Safety Planning: _____
- Follow-up with Target: scheduled for _____ Initial and date when completed: _____
 Follow-up with Aggressor: scheduled for _____ Initial and date when completed: _____

Report forwarded to Principal: Date _____ Report forwarded to Superintendent: Date _____
(If principal was not the investigator)

Signature and Title: _____ Date: _____