BULLYING INCIDENT REPORT FORM

If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit 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 Directors. Reports of bullying will be investigated, and disciplinary action will be taken as warranted.

Date Filed: ________________________ Time: ______________

Name*: ____________________________

Phone Number(s): ____________________

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) subjected 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 back side of the form, if necessary.

________________________________________________________________________

________________________________________________________________________

Names 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 reporter’s future employment, grades, 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: ____________________________________________

****

August 2016, Copyright © 2016 Missouri Consultants for Education, Inc.