

Incident Reporting Form

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Record of Concern about Possible Bullying or Harassment Incident(s) by Students or Staff

Instructions:

1. This form should be used to identify a possible incident of bullying or harassment.
2. The staff who observes the conduct or receives the complaint completes this form, not the complaining student or staff.
3. Forward copies of the form to the site complaint manager and central office staff.

Date: _____

School: _____

Teacher/Staff: _____ Position: _____

DO NOT INTERVIEW THE COMPLAINING STUDENT OR STAFF Ask simple questions to complete this form such as Who? What? Where? When?

I saw / An incident was reported to me by / _____ in which _____

_____ did the following conduct toward _____ (Names of parties involved)

Circle all behaviors that apply.

PHYSICAL CONDUCT -- Harm to another's body or property

Threatening physical harm	Pushing	Slapping	Destroying or defacing property	Rape
Making threatening gestures	Pinching	Kicking	Extortion	Child sexual abuse
Starting a fight	Scratching	Tripping	Theft	Assault with a weapon
Cornering or blocking movement	Hair pulling	Biting	Sexual assault	Arson
	Spitting	Hitting		Homicide
		Punching		

EMOTIONAL CONDUCT -- Harm to another's self worth

Insulting gestures	Racial, ethnic or religious slurs or epithets	Defacing or falsifying schoolwork	Threatening another to secure silence
Dirty looks		Insulting/degrading graffiti	
Insulting remarks	Insulting remarks related to disability, gender or sexual orientation	Harassing and/or frightening phone calls, emails, text or phone messages	Challenging in public
Name Calling			Unwanted sexually suggestive remarks, images or gestures
Taunting			

RELATIONAL CONDUCT -- Harm to another through damage (or threat of damage) to relationship or feelings of acceptance, friendship or group inclusion

Using negative body language or facial expressions	Playing mean tricks	Threatening to end a relationship	Exclusion
	Insulting publicly		Ostracizing / total group rejection
Gossiping	Ruining a reputation	Undermining other relationships	
Starting/spreading rumors	Ignoring someone to punish or coerce	Passively not including in group	Arranging public humiliation

Other: _____

Comments*:

*Include names of others who might have information about the incident.