



CITY ON A HILL CHARTER PUBLIC SCHOOL
HARRASSMENT INCIDENT REPORTING FORM

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. Staff may not make anonymous reports)

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 [] Other (specify) _____

Your contact information/telephone number: _____

4. 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): _____

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

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

8. 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 paper and attach to this document as needed)

9. Signature of Person Filing this Report: _____ Date: _____

(Note: Reports may be filed anonymously except if filed by staff.)

FOR ADMINISTRATIVE USE ONLY

Form received by: _____ Position: _____ Date: _____

II. INVESTIGATION

1. Investigator(s): _____ Position(s): _____

2. Interviews:

- Interviewed aggressor Name: _____ Date: _____
- Interviewed target Name: _____ Date: _____
- Interviewed witnesses 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: _____
- School/Outside Counselor Date: _____ Law Enforcement Date: _____

3. Action Taken:

- Detention Suspension Disciplinary Hearing
- Education Counseling Referral 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 _____ (If principal was not the investigator)
 Signature and Title: _____ Date: _____