



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: \_\_\_\_\_