

RECORD OF REPORTED BULLYING INCIDENT

Report by: _____

Reported to: _____

Date Reported: _____

Report Summary (include date(s), people involved, any pertinent history, and witnesses:

Attach any pertinent documentation (emails, texts, photos, etc.)

Investigative Summary

Witness (include name, grade, date of meeting): _____

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Witness (include name, grade, date of meeting): _____

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Conclusions of Administrator:

Discussion with student bullied/options reviewed/tentative plan for next step (include date of meeting) to address safety concerns:

Summary of contact with parent of student bullied before administrative action taken (indicate parent name, relationship, and date of contact):

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Summary of action taken (date of meeting with student engaged in bullying behavior)

Summary of Contact with Parent of Student Engaged in Bullying Behavior (include date of contact and name of person contacted)

Follow-up Action

Date and nature of planned follow-up: _____

Superintendent contact summary (include date): _____

Follow-up Notes: _____

Administrator Signature: _____ Date: _____