

Grades K-8

HARASSMENT/VIOLENCE/BULLYING REPORT FORM

Student-to-Student: Report of Behavior Prohibited by the School District Harassment Policy and Bullying Policy

General Statement of School District Policy:

- It is the policy of District 877 to maintain a learning and working environment that is free from harassment and violence.
- It shall be a violation of policy for any student or school personnel to inflict, threaten to inflict or attempt to inflict religious, racial or sexual violence upon any student or school personnel.
- It is the policy of ISD 877 to prevent and respond to acts of bullying, intimidation, violence and other similar disruptive behavior. It shall be a violation of policy for any student or school personnel to bully.
- The School District will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence or bullying, and to discipline or take appropriate action against any student or school personnel who is found to have violated these policies.

Complainant(s):

Name:	Grade/Teacher:	Parent(s)/Guardian(s):	Telephone Number:

Alleged Violator(s):

Name:	Grade/Teacher:	Parent(s)/Guardian(s):	Telephone Number:

List any witnesses who were present or who may have information regarding the incident:

Incident Location:

- Bus
 Hallway
 Classroom
 Playground
 Cafeteria
 Other _____

Incident Date: _____ **Reported by:** _____ **Investigated by:** _____ (Title)

Summary of Incident:

Check type of behaviors prohibited by our policies as appropriate:

- Racial
 Religious
 Violence
 Bullying
- Sexual (circle all that apply): touching, non-sexual touching, explicit sexual name calling

Investigator Use Only

Action to prevent future incident(s):

- Restitution AND/OR Consequences
- Warning given of more severe consequences if another incident occurs.
-

Parent/guardian involvement or parent/guardian notification given? *(And relevant information)*

- Yes No
-

Copy/Routing of report to:

- Copy to Human Resources Site discipline file Transportation Department

Incident:

- 1st 2nd or more

Retaliation warning given to all students involved:

- Verbal Written

Findings (please explain):

- Substantiated Not Substantiated Unable to Substantiate
(does not mean beyond a reasonable doubt)
-

Tennessee Warning given? *(Refer to the box below for an explanation.)*

- Yes No

NOTE:

Tennessee warning is given to students if information requested is private data about themselves. Tell them:

1. "I am interviewing you to collect some information about (the incident);
2. You do not have to talk to me about it if you do not want to, but if you do not I will have to make my decision without your information;
3. Information will be used to determine what happened and any action the school district needs to take; and
4. I will try to keep this as private as possible, but I may have to talk to the principal or other school officials."

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