

Harassment, Intimidation, and Bullying Incident Report Form

Harassment/Bullying is defined as a continuous pattern of intentional behavior, and includes but is not limited to written, electronic, verbal, physical acts, or gestures by an individual or group that is reasonably perceived to be threatening by the student-victim.

In an effort to minimize this type of behavior in the school environment, which includes on school property, at a school-sponsored event, on a school bus, or on an electronic device accessed on school property the Mercer School District has created a process whereby a student, parent, guardian, or bystander may report instances of harassment to the school officials for further review and investigation. Upon completion of this reporting form, please submit the form to Mr. Griffin. All reported incidents of harassment are investigated, and when necessary, the school staff apply appropriate disciplinary consequences.

Reporter Information

Have you submitted a harassment report form previously

- Yes No

Have you contacted an adult regarding this issue?

- Yes No

Reporter's Name: _____ (optional)

You are:

- Student Relative Parent/Guardian
 School Staff Other _____

You are:

- Victim Witness/Bystander
 Other (please Specify) _____

If you would like someone to contact you, please provide your phone number:

Incident Information:

Date of Incident: _____

Time of Incident: _____

Name of the victim: _____

Name of the alleged aggressor: _____

Are there any additional witnesses to the alleged event?

- Yes No Unsure

If yes, please provide names and grade level information. If you are not sure of the names, please describe him/her/them.

Location of Incident:

- School Campus
- School Event (specify event location) _____
- School Bus (specify bus): _____
- Electronic Device (possible screenshots to accompany this form is helpful)
- Other (please specify) _____

Type of Incident (please check all that apply):

- Physical contact (shoving, hitting, spitting, kicking, etc.)
- Teasing/name calling/demeaning jokes
- Verbal intimidation
- Inappropriate gesturing
- Theft
- Destruction of property
- Sexual contact
- Spreading rumors
- Threats
- Public humiliation/ridicule
- Cyberbullying/cyberharassment/trolling
- Other: _____

This behavior is:

- Related to student's perceived sexual orientation or gender identity
- Related to student's religious beliefs
- Related to student's racial or cultural background
- Related to student's disability
- Other: _____
- None of the above descriptions apply to this situation

Please describe this incident and include as many details as possible (attach additional pages, screenshots, photos, letters, texts, etc.):

I certify that there is no falsification of the above information and events are accurately depicted to the best of my knowledge.

Signature of Reporter

Date

All incidents reported will be investigated by school officials. The District will impose discipline per school policy. You will not be made aware of the disciplinary actions taken as these are protected under school privacy laws.

For Office Use Only:

Date Submitted: _____

Person Receiving Report: _____

Investigated by: _____

Position: _____

Final report of investigation of harassment complaint by
_____ against
_____, alleged offender

In my/our investigation of the complaint, it is found (circle appropriate response):

- Found grounds to substantiate the allegations
- Did not find grounds to substantiate the allegations
- Did not find enough information to make a judgment on the allegations

Summary of investigation, findings, and disciplinary action:

Victim Parent/Guardian contacted?

- Yes Date: _____
- No

Agressor Parent/Guardian contacted

- Yes Date: _____
- No

Signature of Investigator

Date

Signature of Principal (if not investigator)

Date

One week follow-up: _____

Two week follow up: _____

One month follow up: _____
