MATHEWS LOCAL SCHOOLS
HARASSMENT REPORT FORM

1. **Name of 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).

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** ☐ **Administrator** ☐ **Other**

4. **If student, state your school** _____

5. **If staff member, state your school or work site** _____

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6. **Information about the incident:**
   Name of Target (of behavior): _____

   Name of Aggressor (engaged in behavior) _____

   Date(s) of Incident(s) _____

   Time of Incident(s) Occurrence _____

   Location of Incident(s) (be very specific) _____

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7. **Type of Incident:** (Check all that apply)

___ Name calling	___ Hitting	___ Harmful Rumors	___ Offensive Text
___ Demeaning Comments	___ Kicking	___ Offensive Graffiti	___ Offensive Email
___ Threatening	___ Punching	___ Intimidation/Extortion	___ Offensive Images
___ Mocking	___ Pushing	___ Exclusion	___ Facebook/Myspace
___ Taunting	___ Pinching	___ Staring/Leering	
___ Teasing	___ Other	___ Inappropriate Gestures	

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8. **Witnesses** (list people who saw the incident and/or have information about it)

   Name: _____ ☐ student ☐ staff ☐ other _____

   Name: _____ ☐ student ☐ staff ☐ other _____

   Name: _____ ☐ student ☐ staff ☐ other _____

   Name: _____ ☐ student ☐ staff ☐ other _____

9. **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 space on back if necessary.

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FOR ADMINISTRATIVE USE ONLY

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

11. Administrator Signature: _____ Date: _____

12. Form Given to: _____ Date Received: _____

INVESTIGATION AND ADMINISTRATIVE FOLLOW-UP

1. **Investigator:** _____ **Position:** _____

2. **Interviews:**

☐ Interviewed Aggressor Name: _____ Date: _____

☐ Interviewed Victim Name: _____ Date: _____

☐ Interviewed Witness Name: _____ Date: _____

☐ Interviewed Witness Name: _____ Date: _____

☐ Interviewed Witness Name: _____ Date: _____

☐ Interviewed Witness Name: _____ Date: _____

3. **Physical Evidence:**

___ Graffiti ___ Notes ___ Email ___ Texts ___ Web Messaging

___ Video ___ Audio ___ Other _____

4. **Any prior documented incidents by the aggressor** ☐ **Yes** ☐ **No**

Have previous incidents involved the victim or victim's group ☐Yes ☐No
Any previous incidents involving bullying, or harassment ☐ Yes ☐ No

5. **Summary of Investigation:**

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Conclusions From the Investigation

1. **Finding of bullying and/or harassment** ☐ **Yes** ☐ **No**

2. **Action Taken:**

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3. **Follow-up:**
   With Victim (initial and date) _____ **Date:** _____

   With Aggressor (initial and date) _____ **Date:** _____

4. **Contacts**
   ☐ **Victim's Parent/Guardian Date:** _____ ☐ **Aggressor's Parent/Guardian Date:** _____

   ☐ **Guidance Counselor Date:** _____ ☐ **Law Enforcement Date:** _____

Report forwarded to the Superintendent: Date _____

Signature: _____ **Date:** _____
Administrator/Supervisor