

**DARTMOUTH SCHOOL DEPARTMENT
BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING
FORM**

I. REPORT**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.)

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 (specify) _____**Your contact information/telephone number:** _____**4. If student, state your school:** _____**5. If staff member, state your school or work site:** _____**6. 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 _____**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 space on back if necessary.****9. Signature of Person Filing this Report:** _____ **Date:** _____

(Note: Reports may be filed anonymously.)

10. Form Given to: _____ **Position** _____ **Date:** _____

II. INVESTIGATION

1. Investigator(s): _____ Positions(s): _____

2. Interviews:

Interviewed Aggressor Name: _____ Date: _____

Interviewed Target Name: _____ Date: _____

Interviewed Witnesses Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

3. Any prior documented incidents by the aggressor? ☐ YES ☐ NOIf yes, have incidents involved target or target group previously? YES ☐ NO ☐Were there any previous incidents with findings of BULLYING, RETALIATION? ☐ YES ☐ NO**Summary of Investigation:** (Use additional paper and attach to this document as needed)**III. CONCLUSIONS FROM THE INVESTIGATION****1. Finding of bullying or retaliation:**YES Bullying ☐ Retaliation ☐NO Incident documented as _____ Discipline referral only ☐**2. Contacts:**

Target's parent/guardian date: _____ Aggressor's parent/guardian date: _____

Law Enforcement date: _____

3. Action Taken:Loss of Privileges ☐ Detention ☐ Suspension ☐ Community service ☐ Education ☐

Other _____

4. Describe Safety Planning:

Follow-up with Target: scheduled for _____

Follow-up with Aggressor: scheduled for _____

Report forwarded to Principal: (If principal was not the investigator) Date _____

Report forwarded to Superintendent: Date _____

Signature and Title: _____ Date: _____