

**WILLIAM FLOYD UNION FREE SCHOOL DISTRICT**  
**Incident of Bullying, Discrimination & Harassment**  
**Reporting Form**  
**Please complete the entire form to the best of your ability**

School Personnel Completing Form: \_\_\_\_\_ Position: \_\_\_\_\_  
 School: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Person Reporting Incident: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Please check one:  Student  Student(witness/bystander)  Parent/Guardian  Close adult  School Staff  Other

1. **Name of student targeted:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **# of days absent due to incident:** \_\_\_\_\_

2. Name(s) of alleged offenders if known	Age	M/F	School (if known)	Is he/she a student
				Yes or No
				Yes or No
				Yes or No
				Yes or No

Total number of alleged offenders: \_\_\_\_\_  
 Total number of student victims(z): \_\_\_\_\_  
 Total number of staff victims(aa): \_\_\_\_\_  
 Total number of other victims(bb): \_\_\_\_\_

**INVESTIGATION:**

3. **Where did the alleged incident happen (choose all that apply):**

- On School Property(t)  At a school sponsored activity or event off school property(u)
- On a School Bus(t)  On the way to or from school(t)
- During regular school hours(x)  Off school property(v)
- Before/after regular school hours(y)

Date of incident: \_\_\_\_\_

4. **Place an "X" next to the statement(s) that best describe what happened (choose all that apply):**

- Any bullying, harassment, or intimidation that involves physical aggression  Spreading harmful rumors or gossip
- Getting another person to hit or harm the student  Intimidating (bullying), extorting, or exploiting
- Teasing, name-calling, making critical remarks, or threatening, in person or by other means  Excluding or rejecting the student
- Incident involving verbal threat but no physical contact  Making rude and/or threatening gestures
- Incident involving only student offenders  Demeaning and making the victim of jokes
- Incident involving both student and employee offenders  Incident involving physical contact by no verbal threat
- Electronic Communication. (sexting/cyberbullying, etc.) (specify) \_\_\_\_\_  Incident involving only employee offenders
- \_\_\_\_\_ Other (specify): \_\_\_\_\_

5. **Why did the bullying, harassment, or intimidation occur (alleged motives – choose all that apply):**

- Because of race (c)  Because of ethnic group (d)  Because of weight(m)
- Because of national origin (e)  Because of color (f)  To impress others
- Because of religion (g)  Because of religious practice (h)  Unknown reason
- Because of disability (i)  Because of gender (j)  Just to be mean
- Because of sexual orientation (k)  Because of sex (l)
- Other reason (n) (specify) \_\_\_\_\_

6. **Additional pertinent information gained during the interview (use last page if additional space is needed):**

7. **Investigator notes (use last page if additional space is needed):**

8. **Parent Contacted:** Date: \_\_\_\_\_ Time: \_\_\_\_\_ **Follow-up Date:** \_\_\_\_\_

9. **Check one:**  DASA  Conflict  Other

Demographics

OFFICIAL USE ONLY

Name of Offender(s): Male/Female

Race: W/B/H/L/Asian/American Indian/Multiracial/Native Hawaiian/Pacific Islander

Sp. Ed.

Name of Victim: Male/Female

Race: W/B/H/L/Asian/American Indian/Multiracial/Native Hawaiian/Pacific Islander

Sp. Ed

1. What actions were taken to investigate this incident? Choose all that apply:

- Interviewed student victim
  - Interviewed alleged offender(s)
  - Interviewed Witnesses
  - Witness statements collected in writing
  - Interviewed school nurse
  - Reviewed any medical information available
  - Other (specify): \_\_\_\_\_
- Interviewed teachers and/or school staff
  - Interviewed student/victims parent or guardian
  - Interviewed alleged offender's parent/guardian
  - Examined physical evidence
  - Conducted student record review
  - Obtained copy of police report

2. What corrective actions were taken in this case (choose all that apply):

- None required/not DASA
  - Student Conference
  - Mediation
  - Parent phone call
  - In-school suspension (hh)
  - Schedule modification
  - Referrals to parent/guardian
  - Law Enforcement contacted (mm)
  - Expulsion
  - Other (specify) \_\_\_\_\_
- None, incident did not warrant corrective action
  - Counseling (ff)
  - Parent conference
  - Out-of school suspension (ii)
  - Contract
  - Administrative conference
  - Justice System (ll)
  - False allegation
- Student Warning
  - Letter of Apology
  - Parent Letter
  - Detention
  - Privileges lost
  - Behavior Plan
  - Alternate Placement (jj)
  - Community Service (kk)

3. Was DASA Founded?  YES  NO

a. IF YES above, is the student a 504 or does the student have an IEP?  YES  NO

- i. If YES, please email a copy of this form to Mr. Seeram (elementary) or Dr. Walker (secondary) immediately, and copy Ms. Eileen Draghi.
- ii. If NO, but the student has a 504 or IEP and is emotionally impacted, please email a copy of form to Mr. Seeram (elementary) or Dr. Walker (secondary) with how you perceive the students is being impacted, and copy Ms. Eileen Draghi.

Additional information gained through investigation: