



Incident Reporting and Investigation Form

Ripon Area School District

This form is to be used to report incidents of alleged bullying/harassment, and other unsafe behavior. It should be turned into the school principal, school counselor, or dropped into the incident reporting box in the school office. It is also to be used by investigators to document the investigation of the incident, and to determine how to record the incident in Infinite Campus.

Date of Incident: _____

Time of Incident: _____ AM/PM

Location of Incident (circle all that apply)

School:

Barlow Park

Journey

Murray Park

Quest

Middle School

Catalyst

High School

Lumen

Specific Place:

Classroom/LMC/Computer Lab

Hallway/Stairwell

Gym/Locker Room

Playground/Athletic Field/Stadium

Bus/Bus Stop

Cafeteria/Auditorium

Internet/Social Media/Text/Phone

Rest Room

School Sponsored Event/Off Campus Location

After School Program

Parking Lot

Person Reporting Incident is a: Student Parent/Guardian School Staff Member Other: _____

Name and Contact Info of person reporting the incident(optional) _____

Name of person(s) being targeted _____

Name of person(s) causing harm (Alleged) _____

Were there any witnesses reported? Yes No Name(s) of witness(es) _____

What happened? (Record the event) Note: Investigator - Collect any evidence (notes, texts, photos, etc.) if available

How long has this been happening? Has it been reported previously? _____

What steps were taken to try to make the unsafe behavior stop? _____

Do the students involved have any ideas on how we might solve or reduce the problem? Record them here.
