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:__________________________________________ Specific Place:__________________________
Barlow Park                                      Classroom/LMC/Computer Lab
Journey                                             Hallway/Stairwell
Murray Park                                        Gym/Locker Room
Quest                                               Playground/Athletic Field/Stadium
Middle School                                      Bus/Bus Stop
Catalyst                                            Cafeteria/Auditorium
High School                                         Internet/Social Media/Text/Phone
Lumen                                               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.
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________