**WESTERN SCHOOL CORPORATION BULLYING REPORT AND INCIDENT FORM**

Bullying as defined by IC 20-33-8-0.2 means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile student environment.

<table>
<thead>
<tr>
<th>Today’s Date: __________________</th>
<th>School: __________________</th>
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Person Reporting Incident: __________________ OR I’d like this report to be anonymous □

I am a: (place an X in the appropriate box)

- ☐ Student
- ☐ Parent/Caregiver
- ☐ Teacher/Staff Member
- ☐ Volunteer/Substitute

Contact Information if Parent/Volunteer (please include best way to reach you, i.e., by phone, email, etc.):

__________________________________________________________________________________

**INCIDENT INFORMATION**

Date Incident Occurred: ______________________

Name of target of the bullying incident (student being bullied): ___________________________

Name of alleged offender: ____________________________

Type of bullying (check all that apply):

- ☐ Verbal (teased, called names, threatened)
- ☐ Physical (hit, kicked, pushed, slapped, spit on, had property taken or destroyed)
- ☐ Social/Relational (excluded or left out, ignored, had rumors spread)
- ☐ Written or Electronic (use of computer, email, or phone to threaten student or make student look bad)

Where did the bullying happen?

- ☐ Hallway
- ☐ Cafeteria
- ☐ On the Bus
- ☐ Bus Stop
- ☐ Classroom
- ☐ Playground
- ☐ Bathroom
- ☐ Going to/from school
- ☐ Online/email/text
- ☐ Off-site location ____________________________

Brief explanation of incident (What was happening before the bullying started, state what the alleged offender and target said/did, who else was around that saw or heard this happen?):

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Did a physical injury result from this incident?
☐ No   ☐ Yes, but it did not require medical attention   ☐ Yes, it did require medical attention
Medical Attention Required: ___________________________________________________

Is this the first time the bullying has been reported? ☐ Yes   ☐ No   If not the first time, how many times has it been reported? ___ To whom have previous reports been made?_______________________

INVESTIGATION REPORT

Investigated by: ________________________________________________________________
Position: _________________________________________________________________
Date: _________________________

Final Report of Investigation of bullying complaint by ______________________
against ________________________, alleged offender.

In my/our investigation of the complaint, it is found (check appropriate response):
☐ Found grounds to substantiate the report as a bullying incident
Incident was: ☐ Verbal      ☐ Physical      ☐ Social/Relational      ☐ Written or Electronic
☐ Did not find grounds to substantiate the allegations
☐ Did not find enough information to make a judgment on the allegations

Summary of investigation and findings:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Parent/Guardian Contacted:____________________ Date/Time:____________________

Signature of Administrator/Investigator: ______________________ Date: ___________