

CENTER GROVE COMMUNITY SCHOOL CORPORATION MISSION

To develop knowledgeable, confident and responsible citizens by providing an extensive learning experience relevant to the interests and capabilities of every student, in partnership with the home and community.



PART I

ALLEGED BULLYING-HARASSMENT INCIDENT REPORT

**\*\* Must Complete By The End of The Day on The Day The Incident Occurred \*\***

To be completed by a teacher/staff member who sees a possible incident of bullying or harassment occurring or a student reports a possible bullying incident to a teacher/staff member. Once completed, please turn this form in to the Principal, Dean of Student's, or other building administrator.

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_ School \_\_\_\_\_
Person Reporting Incident \_\_\_\_\_
Email \_\_\_\_\_

Name of Student Targeted \_\_\_\_\_ Grade \_\_\_\_\_
(Please Print)

On what date(s) did the incident happen? \_\_\_\_/\_\_\_\_/\_\_\_\_ Mo Day Yr

Table with 3 columns: Name(s) of alleged witness(s) - If Known (Please Print), Grade, School - If Known

Table with 4 columns: Name(s) of alleged offender(s) - If Known (Please Print), Grade, School - If Known, Is he/she a student? (Yes/No checkboxes)

Incident Details:
I witnessed the incident, personally.
I did not witness the incident. It was reported to me by: \_\_\_\_\_ (Name) \_\_\_\_\_ (Grade)

Where did the incident happen (choose all that apply)?
On school property (before or after school while school was used by a school group)
Off school grounds (at a school activity, function, or event; traveling to/from school activity; while using school property/equipment)
Off school grounds (while students are NOT attending a school activity, function, or event)
On school bus
Other, explain \_\_\_\_\_

Describe the incident(s), including what the alleged offenders(s) said or did. \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

(Attach A Separate Sheet If Necessary)

## PART II

# ALLEGED BULLYING-HARASSMENT INCIDENT INVESTIGATION

To be completed by the Principal, Dean of Students or other building administrator.

Place an "X" next to the statement(s) that best describes what was reported. (choose all that apply).

- Any bullying, harassment, or intimidation that involves physical aggression
- Getting another person to hit or harm the student
- Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- Demeaning and making the victim of jokes
- Excluding or rejecting the student
- Spreading harmful rumors or gossip
- Related to the student's disability
- Cyber bullying (e.g., social media [Facebook, Instagram, etc.])
- Electronic communications (e.g., email, text, etc.)
- Making rude and/or threatening gestures
- Intimidating (bullying), extorting, or exploiting
- Related to student's perceived sexual orientation
- Other, explain \_\_\_\_\_

Was the police department notified of the incident?  Yes  No  
 If Yes, on what date? \_\_\_\_\_

Was the parent(s) of the student targeted notified?  Yes  No  
 If Yes, on what date? \_\_\_\_\_

Was the parent(s) of the alleged offender notified?  Yes  No  
 If Yes, on what date? \_\_\_\_\_

Did a physical injury result from this incident?  
 No  Yes, but did not require medical attention  Yes, did require medical attention

Did a psychological injury result from this incident?  
 No  Yes, but did not require professional attention  Yes, did require professional attention

Was the victim absent from school as a result of this incident?  Yes  No  
 If Yes, how many days? \_\_\_\_\_

Additional Information Found During The Investigation \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Attach A Separate Sheet If Necessary)

\_\_\_\_\_  
Signature of Person Investigating The Incident

\_\_\_\_\_  
Date

**\*\* CONSEQUENCES IF EVIDENCE OF BULLYING OR HARASSMENT IS FOUND \*\***

1 <sup>st</sup> Violation	Warning (information will be documented in the Bullying or Harassment Log) <i>Depending on the type of bullying or harassment, the first violation consequences can be skipped.</i>
2 <sup>nd</sup> Violation	D-Slip, Letter Home, Parent Contact, Possible School Consequence
3 <sup>rd</sup> Violation	D-Slip, Letter Home, Parent Contact, 3-5 days of Out-of-School Suspension
4 <sup>th</sup> Violation	D-Slip, Letter Home, Parent Contact, Expulsion