

TRI-VALLEY CENTRAL SCHOOL

Harassment/Bullying Report Form

As per BOE Policy:

Staff who observe or learn of incident(s) of bullying are required, in accordance with State law, to make an oral report to the Building Principal within one school day and to fill out the district reporting form within two school days. If a staff person is unsure of the reporting procedure, he/she is expected to inquire about how to proceed by speaking with his/her supervisor. A district employee may be deemed to have permitted unlawful discrimination or harassment if he/she fails to report an observed incident, whether or not the target complains.

Staff Name: _____ Today's Date _____

Student Name: _____ Grade: _____

INCIDENT			
Date	<input type="checkbox"/> 1st time <input type="checkbox"/> Repeated incident	Time	
Location			

DESCRIPTION

WITNESSES:	REPORTED BY: <input type="checkbox"/> Student <input type="checkbox"/> Bystander <input type="checkbox"/> Parent <input type="checkbox"/> Teacher <input type="checkbox"/> Bus Driver <input type="checkbox"/> Other _____
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Describe incident: