

Bedford County Incident Report Form

This form is used to identify a possible incident of bullying or harassment. The staff person who observes the conduct or receives the complaint should complete this form, not the complaining student or staff. Copies of this form should be forwarded to the Site Complaint Manager for follow up.

Date of report: _____ Time of incident: _____
 School: _____ Principal: _____
 Teacher/Staff: _____ Position: _____
 Location of Incident(s): _____

Name(s) of target(s):	Name(s) of accused student(s):	Name(s) of witnesses/bystanders:

Information About the Target:		
Grade	Gender	Race
	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> White <input type="checkbox"/> Other

Check all behaviors that apply.

PHYSICAL: involves hurting someone or harming their possessions.

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| <input type="checkbox"/> Slapping | <input type="checkbox"/> Destroying or defacing property |
| <input type="checkbox"/> Using negative body language | <input type="checkbox"/> Pinching <input type="checkbox"/> Kicking <input type="checkbox"/> Assault with a weapon |
| <input type="checkbox"/> Starting a fight | <input type="checkbox"/> Scratching <input type="checkbox"/> Tripping <input type="checkbox"/> Theft |
| <input type="checkbox"/> Cornering or blocking movement | <input type="checkbox"/> Hair pulling <input type="checkbox"/> Biting <input type="checkbox"/> Sexual assault |
| <input type="checkbox"/> Pushing / Shoving | <input type="checkbox"/> Spitting <input type="checkbox"/> Hitting |
| | <input type="checkbox"/> Rape <input type="checkbox"/> Other: |

Verbal: involves saying or writing mean things.

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| <input type="checkbox"/> Insulting gestures | <input type="checkbox"/> Defacing or falsifying schoolwork | <input type="checkbox"/> Racial, ethnic or religious slurs or epithets | <input type="checkbox"/> Threatening another to secure silence |
| <input type="checkbox"/> Dirty looks | <input type="checkbox"/> Insulting/degrading graffiti | <input type="checkbox"/> Harassing and/or frightening phone calls, emails, text or phone messages | <input type="checkbox"/> Challenging in public |
| <input type="checkbox"/> Insulting remarks | <input type="checkbox"/> Harassing and/or frightening phone calls, emails, text or phone messages | <input type="checkbox"/> Insulting remarks related to disability, gender or sexual orientation | <input type="checkbox"/> Unwanted sexually suggestive remarks, images or gestures |
| <input type="checkbox"/> Name Calling | | | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Taunting | | | |

Social/Relational: involves hurting someone's reputation or relationships

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| <input type="checkbox"/> Using negative body language or facial expressions | <input type="checkbox"/> Playing mean tricks | <input type="checkbox"/> Threatening to end a relationship | <input type="checkbox"/> Ignoring someone to punish or coerce |
| <input type="checkbox"/> Tell others not to be friends with someone | <input type="checkbox"/> Embarrassing someone in public | | |
| <input type="checkbox"/> Starting/spreading Rumors | <input type="checkbox"/> Leaving someone out on purpose | | <input type="checkbox"/> Other: |