

**WILLIAM FLOYD UNION FREE SCHOOL DISTRICT**  
**Incident of Bullying, Discrimination & Harassment**  
**Reporting Form**  
**Please complete the entire form to the best of your ability**

School Personnel Completing Form: \_\_\_\_\_ Position: \_\_\_\_\_  
 School: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Person Reporting Incident: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Please check one:  Student  Student(witness/bystander)  Parent/Guardian  Close adult  School Staff  Other

1. **Name of student targeted:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **# of days absent due to incident:** \_\_\_\_\_

2. Name(s) of alleged offenders if known	Age	M/F	School (if known)	Is he/she a student
				Yes or No
				Yes or No
				Yes or No
				Yes or No

Total number of alleged offenders: \_\_\_\_\_  
 Total number of student victims(z): \_\_\_\_\_  
 Total number of staff victims(aa): \_\_\_\_\_  
 Total number of other victims(bb): \_\_\_\_\_

**INVESTIGATION:**

3. **Where did the alleged incident happen (choose all that apply):**

- On School Property(t)  At a school sponsored activity or event off school property(u)
- On a School Bus(t)  On the way to or from school(t)
- During regular school hours(x)  Off school property(v)
- Before/after regular school hours(y)

Date of incident: \_\_\_\_\_

4. **Place an "X" next to the statement(s) that best describe what happened (choose all that apply):**

- Any bullying, harassment, or intimidation that involves physical aggression  Spreading harmful rumors or gossip
- Getting another person to hit or harm the student  Intimidating (bullying), extorting, or exploiting
- Teasing, name-calling, making critical remarks, or threatening, in person or by other means  Excluding or rejecting the student
- Incident involving verbal threat but no physical contact  Making rude and/or threatening gestures
- Incident involving only student offenders  Demeaning and making the victim of jokes
- Incident involving both student and employee offenders  Incident involving physical contact by no verbal threat
- Electronic Communication. (sexting/cyberbullying, etc.) (specify) \_\_\_\_\_  Incident involving only employee offenders
- Other (specify): \_\_\_\_\_

5. **Why did the bullying, harassment, or intimidation occur (alleged motives – choose all that apply):**

- Because of race (c)  Because of ethnic group (d)  Because of weight(m)
- Because of national origin (e)  Because of color (f)  To impress others
- Because of religion (g)  Because of religious practice (h)  Unknown reason
- Because of disability (i)  Because of gender (j)  Just to be mean
- Because of sexual orientation (k)  Because of sex (l)
- Other reason (n) (specify) \_\_\_\_\_

6. **Additional pertinent information gained during the interview (attached a separate sheet of paper if necessary):**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. **Investigator notes (attached a separate sheet of paper if necessary):**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. **Parent Contacted:** Date: \_\_\_\_\_ Time: \_\_\_\_\_ **Follow-up Date:** \_\_\_\_\_

9. **DASA/Conflict/Other (please circle one)**