



**EAST HARTFORD MIDDLE SCHOOL
Bullying Report Form**

INCIDENT REPORT FORM <i>(To be completed by a student, parent or school employee)</i>	
Today's Date:	<i>Describe the incident(s) including such information as: participants, background to incident, whether there have been prior incidents, what (if any) force or physical contact was used, and any verbal statements such as threats, requests, demands, etc. (attach additional pages if more space is needed):</i>
Name of person completing report: (students can request anonymity)	
Describe relationship to alleged victim(s)/bully(ies):	
Home Phone:	
Cell Phone:	
Work Phone:	
Date(s) of alleged incident(s):	
Location of alleged incident(s):	
Name(s) of alleged bully(ies)	
Name(s) of alleged victim(s):	
List any witness(es):	
I hereby certify that the information provided in this complaint is true, correct, and complete to the best of my knowledge and belief:	
_____	_____
Complainant Signature (if available)	Date

INVESTIGATIVE REPORT FORM <i>(To be completed by an administrator or the Safe School Climate Specialist)</i>			
Today's Date:	<i>Describe the alleged incident(s)</i>		
Name(s) of person(s) investigating the alleged incident(s):			
Name(s) of alleged bully(ies):			
Name(s) of alleged victim(s):			
Name(s) of person(s) reporting the alleged incident(s), duration of time and location(s):			
The incident(s) is: Reoccurring or First Time			
Did the alleged incident(s) occur in the presence of a witness (es)? Yes / No			
Does the alleged incident(s) meet the definition of bullying? Yes / No Please explain:			
*Verification of Bullying requires completion of the Bullying Contract			
If Bullying is verified, have the parent(s) guardians of all students involved been notified of the results of the investigation Yes / No			
_____	_____	_____	_____
Name of Parent/Guardian	Date	Name of Parent/Guardian	Date

TIMELINE OF CORRESPONDENCE	DATE	TIME	DETAILS OF PHONE CALL (S) / MEETING (S)

SAFE SCHOOL CLIMATE SPECIALIST (SSCS)/ADMINISTRATIVE RESPONSIBILITIES

- Respond to an oral report within one school day by starting the investigative process
- Collect completed Incident Report Form from the student, school employee, or parent within two school days
- Complete the Investigative Report Form
- Does the alleged incident(s) meet the definition of bullying? Yes / No
- If bullying is verified, proceed with Bullying Continuum Packet, notify the SSCS, and forward the completed copies to SSCS
- If the allegations are not verified, close the case, forward copies of the Incident and Investigative Report Form to the SSCS



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