

Case Number: \_\_\_\_\_

**Concord Public Schools**  
**BULLYING, CYBERBULLYING, HARASSMENT and RETALIATION INCIDENT REPORT**

(See School Board policy #539 – Student Safety and Violence Prevention - Bullying)

1. Person filing Incident Report \_\_\_\_\_ on behalf of \_\_\_\_\_

2. Check if you are:  Target of the behavior       Reporter (*not the target*)       Witness  
 Student       Parent       Administrator  
 Staff member (*specify role*) \_\_\_\_\_  Other (*specify*) \_\_\_\_\_

Your contact information and telephone number: \_\_\_\_\_

3. If student, your school \_\_\_\_\_ Grade \_\_\_\_\_

4. If staff member, your school or work site: \_\_\_\_\_

5. Information about the incident (*please note if more than one target, aggressor, date, location*):

Name of target \_\_\_\_\_

Name of aggressor \_\_\_\_\_

Date(s) of incident \_\_\_\_\_

Time of incident \_\_\_\_\_

Location of incident (*be as specific as possible*) \_\_\_\_\_

If "cyberbullying," the point of origin \_\_\_\_\_

7. Witnesses (*List people who saw the incident or have information about it. Use the back of the form if necessary.*)

Student     Staff     Other    Name \_\_\_\_\_

Student     Staff     Other    Name \_\_\_\_\_

Student     Staff     Other    Name \_\_\_\_\_

8. Attach a narrative that describes the details of the incident (*including names of people involved, what occurred, and what each person did and said, including specific words used*).

9. Signature of person filing this report \_\_\_\_\_ Date \_\_\_\_\_

10. Form forwarded to Principal \_\_\_\_\_ Date forwarded \_\_\_\_\_

*\* Must be sent to Principal AND Superintendent within 24 hours of incident*

Administrator signature \_\_\_\_\_ Date signed \_\_\_\_\_

**FOR INTERNAL USE ONLY**

**I. Notice to Parents or Guardians of complaint (to both parents) – Notification w/n 48 hours of receiving report**

Parent/Guardian: \_\_\_\_\_ Who notified parent? \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_ Who notified parent? \_\_\_\_\_  
Method: \_\_\_\_\_ Date: \_\_\_\_\_  
Incident Report (page 1) MUST be sent to Central Office Date: \_\_\_\_\_  
Supt. waiver of notice requested/granted \_\_\_\_\_ Date: \_\_\_\_\_

**1. II. Investigation – Complete w/n 5 school days of receiving report; Supt. may extend to 7 additional school days)**

2. Investigator \_\_\_\_\_ Position \_\_\_\_\_  
Investigator \_\_\_\_\_ Position \_\_\_\_\_

**2. Interviews (use additional pages as necessary)**

Interviewed aggressor Name \_\_\_\_\_ Date \_\_\_\_\_  
Name \_\_\_\_\_ Date \_\_\_\_\_  
 Interviewed target Name \_\_\_\_\_ Date \_\_\_\_\_  
Name \_\_\_\_\_ Date \_\_\_\_\_  
 Interviewed witnesses Name \_\_\_\_\_ Date \_\_\_\_\_  
Name \_\_\_\_\_ Date \_\_\_\_\_

3. Evidence collected and secured: \_\_\_\_\_

4. Any prior documented incidents by the aggressor(s)?  Yes  No

If yes, did previous incidents involve the target or target group?  Yes  No

5. Any previous findings of bullying, cyberbullying, harassment, retaliation?

Yes  No If yes, specify: \_\_\_\_\_

6. Summary of investigation (attach additional pages as needed)

**III. CONCLUSION OF INVESTIGATION**

1. FINDING OF POLICY VIOLATION?  YES  NO If yes, please check one or more:

Bullying  Cyberbullying  
 Retaliation  Harassment (identify "targeted group") \_\_\_\_\_

3. Reporting – within 10 school days of investigation completion; Supt. may extend up to 7 additional school days

Target's parent/guardian, date: \_\_\_\_\_  Aggressor's parent/guardian, date: \_\_\_\_\_  
 Law enforcement, date: \_\_\_\_\_

3. Action(s) taken:

Loss of privileges  Detention  Positive behavioral interventions  
 Community service  Out-of-school suspension  In-school suspension  Education  
 Other: \_\_\_\_\_

4. Safety planning: \_\_\_\_\_  
\_\_\_\_\_

Follow-up with Target scheduled for \_\_\_\_\_ Initial / date when completed \_\_\_\_\_

Follow-up with Aggressor scheduled for \_\_\_\_\_ Initial / date when completed \_\_\_\_\_

5. Central Office

Central Office notified if investigation found no violations of policy Date \_\_\_\_\_

Report sent to Superintendent if investigation confirmed violation of policy Date \_\_\_\_\_

Signature and title: \_\_\_\_\_

**DEFINITIONS**

**Bullying** is defined as a single significant incident or pattern of incidents involving a written, verbal, or physical act, or gesture, or any combination thereof directed at another pupil, or any electronic communication that:

1. Physically harms a student or damages the student’s property;
2. Causes emotional distress to a student;
3. Interferes with a student’s educational opportunities;
4. Creates a hostile educational environment; or
5. Substantially disrupts the orderly operations of the school or a school-sponsored activity or event.

**Cyberbullying** is willful and intentional harm through the use of an electronic device (cell phone, computer, etc.). It can include “identity theft,” making the target appear to others as the “bully.” Targets can experience “traditional” bullying and cyberbullying together.

**Harassment** is bullying behavior motivated by prejudice based on real or perceived characteristics:

- |             |                          |                       |
|-------------|--------------------------|-----------------------|
| 1. Race     | 4. Ethnicity or national | 6. Gender/sex         |
| 2. Color    | origin                   | 7. Sexual Orientation |
| 3. Religion | 5. Disability            | 8. Gender Identity    |

**Retaliation** is conduct by a student directed against another student for:

1. Reporting or filing a complaint;
2. Aiding or encouraging the filing of a report or complaint;
3. Cooperating in an investigation under this policy;
4. Taking action consistent with this policy.

**PROVISIONS**

Any school employee, designated volunteer (see Policy #890) or employee of a company under contract with Concord School District who has witnessed, received a report of, or has reliable information that a student has been subjected to bullying, cyberbullying, harassment, or retaliation shall report such incident to the appropriate building Principal or designee (“Administrator”) as soon as possible but no later than 24 hours after observing the incident or receiving the information. Oral reports must be recorded in writing using this form.

**NOTE: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.**

The Administrator MUST assign a case number (school initials followed by case number and year; e.g. BGS-1-2015). Use this case number when reporting to Central Office.

Notice must be given to parents by the Administrator within 48 hours of receiving an incident report unless a written waiver is granted by the Superintendent.

The Administrator has 5 school days to investigate the report of bullying. An extension of up to an additional 7 school days may be granted in writing by the Superintendent.

Findings must be provided in writing to parents or guardians of the alleged aggressor and the alleged target within 10 school days of the completion of the investigation; an extension of up to 7 additional school days may be granted in writing by the Superintendent.