

Independent School District #2899  
Incident Report Form (Form A)

Today's Date: \_\_\_\_\_

The alleged incident was directed towards: \_\_\_\_\_ Grade: (if known) \_\_\_\_\_

The alleged incident was initiated by: \_\_\_\_\_ Grade: (if known) \_\_\_\_\_

**What type of alleged incident occurred?**

- Physical: hitting, pushing, kicking, or taking/damaging personal property
- Verbal: name calling, teasing, insulting, humiliating, or threatening
- Social/Electronic: exclusion from group, threats, gossip, rumors, or pictures shared in school or through electronic means
- Racial: racial jokes or comments, treated differently or badly because of race, culture, or ethnicity
- Gender/Sexual: sexual jokes or comments, treated differently or badly because of gender
- Religious: religious jokes or comments, treated differently or badly because of religious beliefs
- Other: \_\_\_\_\_

**Where did this alleged incident take place?**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Bus/bus stop              | <input type="checkbox"/> Cafeteria            | <input type="checkbox"/> Hallway               |
| <input type="checkbox"/> Playground/Athletic Field | <input type="checkbox"/> Classroom            | <input type="checkbox"/> After School Activity |
| <input type="checkbox"/> On-line                   | <input type="checkbox"/> Locker room/Bathroom | <input type="checkbox"/> Other (list): _____   |

**When did this alleged incident take place?** Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Please describe what has happened (including any specific language or witnesses).**

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**Printed name of person reporting:** \_\_\_\_\_

**Signature of person reporting:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title of person reporting:** ( ) PEM Staff Member ( ) Parent ( ) Student

**Recorded by (if necessary):** \_\_\_\_\_

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## Incident Investigation Form

Name(s) of person(s) investigating this alleged incident: \_\_\_\_\_

Parent: \_\_\_\_\_ Parent Phone #: \_\_\_\_\_

If appropriate, date parent was contacted: \_\_\_\_\_

Person Interviewed: \_\_\_\_\_  Tennessen Warning Given \_\_\_\_\_

Summary of interview:

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### Results of this investigation:

This incident is determined to be:  Substantiated  Unsubstantiated

If substantiated, the behavior violates:  Bullying Policy  Harrassment Policy  Other-Please Explain

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Recommended follow-up actions to be taken:  None necessary

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### Follow-up actions taken:

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The results of this investigation have been sent to the appropriate parties. (Form B)

### Consequences (If appropriate)

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Other items reviewed during investigation  Phones  Documents  Videos  Other \_\_\_\_\_

This form is for school use only and should only be viewed by appropriate school personnel.

### Results of Investigation (Form B)

The report of an incident dated \_\_\_\_\_ has/has not been substantiated. If substantiated, appropriate corrective action is being taken. No other information is public. It is strongly encouraged to report any retaliation or additional wrongdoing.

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### Results of Investigation (Form B)

The report of an incident dated \_\_\_\_\_ has/has not been substantiated. If substantiated, appropriate corrective action is being taken. No other information is public. It is strongly encouraged to report any retaliation or additional wrongdoing.

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### Results of Investigation (Form B)

The report of an incident dated \_\_\_\_\_ has/has not been substantiated. If substantiated, appropriate corrective action is being taken. No other information is public. It is strongly encouraged to report any retaliation or additional wrongdoing.

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