

Anderson Preparatory Academy  
Staff Alleged Bullying Incident Report Form

Definition of bullying: an overt, unwanted, **repeated** act or gesture, including written or verbal communications or images transmitted in any manner, physical acts, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment. Bullying is **NOT** peer conflict, horseplay, or fighting. Bullying is considered to be a form of abuse. Mutual conflict where both parties participate equally is not considered bullying.

Once you have completed this form, please turn it into your building counselor or administrator in person or via e-mail.

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **School:** \_\_\_\_\_ **Room/Location of incident:** \_\_\_\_\_  
**Adult Completing Form:** \_\_\_\_\_

**Student(s) Initiating Bullying:**

\_\_\_\_\_  
Grade: \_\_\_\_\_ Teacher/Administrator: \_\_\_\_\_  
\_\_\_\_\_  
Grade: \_\_\_\_\_ Teacher/Administrator: \_\_\_\_\_

**Student(s) Affected:**

\_\_\_\_\_  
Grade: \_\_\_\_\_ Teacher/Administrator: \_\_\_\_\_  
\_\_\_\_\_  
Grade: \_\_\_\_\_ Teacher/Administrator: \_\_\_\_\_

**Student Witness(es):**

\_\_\_\_\_  
Grade: \_\_\_\_\_ Teacher/Administrator: \_\_\_\_\_  
\_\_\_\_\_  
Grade: \_\_\_\_\_ Teacher/Administrator: \_\_\_\_\_

**(Attach additional paper if necessary)**

**Type of Bullying Alleged (check all that apply):**

Verbal \_\_\_\_\_ Social/Relational \_\_\_\_\_ Written Communication/Electronic \_\_\_\_\_ Physical \_\_\_\_\_

**Check all spaces below that apply. Adult identified inappropriate behavior as:**

- |                               |                                |  |
|-------------------------------|--------------------------------|--|
| _____ Name calling            | _____ Shoving / pushing        | _____ Text                             |
| _____ Spitting                | _____ Threatening              | _____ Sexting                          |
| _____ Stalking                | _____ Hitting / kicking        | _____ First Time Incident              |
| _____ Demeaning comments      | _____ Taunting / ridiculing    | _____ Ongoing Issue/Multiple Incidents |
| _____ Inappropriate gesturing | _____ Flashing a weapon        | _____ Property Damage                  |
| _____ Stealing                | _____ Inappropriate touching   | _____ False Reporting                  |
| _____ Staring / leering       | _____ Intimidation / extortion | _____ Other _____                      |
| _____ Damaging property       | _____ Intentional exclusion    | _____                                  |
| _____ Writing / graffiti      | _____ Cyberbullying            | _____                                  |

**Describe the incident:**

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

(Please use additional paper if necessary and attach student and/or parent report forms if available)

**Physical evidence:**

\_\_\_\_\_ Graffiti \_\_\_\_\_ Websites/Social Network \_\_\_\_\_ Text Msg  
\_\_\_\_\_ Notes \_\_\_\_\_ Voice Msg \_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_ Email \_\_\_\_\_ Video Recording \_\_\_\_\_

**Teacher/Staff Response Taken:**

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

Received Date: \_\_\_\_\_ Time: \_\_\_\_\_ By: \_\_\_\_\_

# INVESTIGATION REPORT

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Investigated by: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Final Report of Investigation of bullying complaint by \_\_\_\_\_

against \_\_\_\_\_, alleged offender.

In my/our investigation of the complaint, it is found (check appropriate response):

Found grounds to substantiate the report as a bullying incident

Incident was:  Verbal                       Physical                       Social/Relational                       Written or Electronic

Did not find grounds to substantiate the allegations

Did not find enough information to make a judgment on the allegations

Summary of investigation, findings, and disciplinary action:

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

Parent/Guardian Contacted:  Yes    Date: \_\_\_\_\_                       No

Signature of Investigator/Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
(if not the investigator)