

## Cassville R-IV School District Bullying Incident Report Form

If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit to the building principal. Complaints against building principals should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Date & Time Filed	/ / : AM/PM
*Your Name	
Phone Number(s)	( ) - ( ) -
Indicate the appropriate response to the following with a check mark(s):	You are a: <input type="checkbox"/> Student <input type="checkbox"/> Parent <input type="checkbox"/> Employee <input type="checkbox"/> Volunteer
Date(s) of alleged bullying	/ /
Name of student(s) subjected to bullying	
Person(s) alleged to have committed the bullying or harassment	
Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use back side of the form, if necessary.	
Name(s) of Witnesses	
Have you reported this to anyone else	<input type="checkbox"/> No <input type="checkbox"/> Yes If so, who?
*Signature of Complainant	
<p>*Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.</p> <p>A Bullying Hotline is available at 866-748-7047.</p>	
<b><i>This Section is for use of District Administration</i></b>	
Date Received by Principal	/ /
Investigative Action taken	
Result of Investigation/Action taken	<input type="checkbox"/> Substantiated <input type="checkbox"/> Unsubstantiated <input type="checkbox"/> Incident Review in Lumen
Signature of Principal	

Adapted from Mickes Goldman O'Toole, LLC

Cassville R-IV Board Policy JFCF

Bullying Incident Report Form Adopted 2011/Revised October 2016