



DASA Bullying Incident Report

General Statement Prohibiting Bullying:

Bullying is a serious issue and will not be tolerated. Use this form to report bullying that occurred on school property; at a school-sponsored activity or event off school property; on a bus, on the way to or from school, on social media or through text message. If you are a student or a friend of a student who is getting bullied and wish to report an incident of bullying, complete this form and return it to a teacher, counselor or the principal.

School District: _____

School: _____

Dignity Act Coordinator: _____

Today's Date: _____

Name and position of person reporting the incident: _____

Role of person reporting incident (check one)

- Anonymous report
- Student Target
- Student (witness)
- Parent/Guardian
- Staff Member
- Other

Phone: _____

Email: _____

Name of target: (student being bullied, harassed, or discriminated against)

Name(s) of alleged offender(s):

Date and time of incident: _____

What was your involvement in the incident?

- I was directly involved in the incident
- I observed the incident



I heard about the incident

Where did the incident happen? (check all that apply)

- On school property
- Cafeteria
- Bus
- Hallway
- Bathroom
- Classroom
- Gym
- Off school property
- Locker room
- At a school function
- Electronic communication
- Other: _____

Type of incident (check all that apply)

- Physical contact (kicking, punching, spitting, tripping, pushing, taking of belongings)
- Verbal threats (gossip, name-calling, put-downs, teasing, being mean, taunting, making threats)
- Psychological (non-verbal actions, spreading rumors, social exclusion, intimidation)
- Abuse (actions or statements that put an individual in fear of bodily harm)
- Cyberbullying (misusing technology/social media to harass, teas, threaten, post pictures (sexting))
- Other: _____

Who was involved in the incident? (check all that apply)

- Student
- Employee
- Other

Describe the specific nature of the incident. What happened? (be as specific as possible) What did the alleged offender say or do? Include any copies of text messages, emails, etc. if possible (add extra pages if necessary)



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If there were any adults in the area when this happened, what did they do?

Types of bias involved:

- Race
- Color
- weight/size
- National Origin
- Ethnic group
- Religion
- Religious practice
- Disability
- Sexual orientation
- Gender
- Sex
- Other: _____

Name(s) of others who may have witnessed the incident:



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Was the student absent from school as a result of the incident?

- No
- Yes, Number of days absent: _____

Does this situation continue to occur?

- Yes
- No

What do you think should be done about the situation?
