



Bullying Incident Report Form - DeSoto School District

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 Report Filed: _____

Your Name*: _____

Phone Number(s): _____

Indicate the appropriate response to the following with a check mark(s):

- You are a: Student _____ Parent _____ Employee _____ Volunteer _____

Date(s) of alleged bullying: _____

Name(s) of student(s) subjected to bullying: _____

Person(s) alleged to have committed the bullying: _____

Name(s) of Witness(es): _____

Have you reported this to anyone else: Yes _____ No _____

If so, who? When? _____

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. If necessary, attach additional sheets or documentation.

*Signature of Complainant _____

***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.**

This section is for use of District Administration

Date/Time Report Received by Building Administration: _____

Date/Time Investigation Started: _____

Date/Time Central Office Notified: _____

Investigative Action taken:

Result of Investigation/Action taken:

Date/Time Investigation Completed: _____

Post Investigation Conference Date/Time: _____

Date/Time Central Office Notified of Completed Investigation: _____

Signature of Investigator: _____

Student Follow Up

Follow Up Date: _____

Notes: _____

Follow Up Date: _____

Notes: _____

Follow Up Date: _____

Notes: _____
