

SANBORN REGIONAL SCHOOL DISTRICT
SRSD File: JICK-R1

Pupil Safety and Violence Prevention (Bullying) Report Form

Directions: The Sanborn Regional School Board is committed to providing all pupils a safe and secure school environment. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited. This is a form to report alleged bullying that occurred on school property; at a school-sponsored event either on or off-campus; on a school bus; or on the way to and/or from school.

This form, or an equivalent written record including pertinent information, should be completed and returned to any school administrator. Contact the school for additional information or assistance.

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Person Reporting Incident: _____ Date: _____

Person reporting incident is a:

Student. Parent/Guardian Staff member Other – describe: _____

Information Related to the Alleged Incident:

Alleged Victim: _____ Age / Grade: _____

Alleged Offender(s): _____ Age / Grade: _____

_____ Age / Grade: _____

_____ Age / Grade: _____

_____ Age / Grade: _____

Date of the Alleged Incident: _____

Which statement best describes the incident? Choose all that apply:

Teasing, name calling, insulting / critical remarks, or threats.

Demeaning, putting down, and/or making jokes about the alleged victim

Rude or threatening gestures or actions

Use of electronic communication device(s)

Other -- Briefly describe here: _____

Where did the alleged incident occur? Choose all that apply:

On school property / at school

On a school bus

At a school-sponsored activity or game off-campus

On the way to school / home

Outside of the school day, including online

Via social media / texting

List any witnesses or others that may have information on the alleged incident:

_____	_____
_____	_____
_____	_____

Describe the incident in your own words, to the best of your ability. Include the names of the people involved, what occurred, and what each person did and said, including specific words used. Attach a separate description document if necessary.

Signature

Date