

## Elementary Incident Report Form

**Bullying is defined as a verbal, physical, written, or electronic action, or incident or other direct or indirect behavior that is cruel and repetitive. Bullying is characterized by an imbalance of physical, psychological or emotional power.**

Person Completing Form	
Date and Time of Incident	
Who Reported Incident	
Child / Children Involved	

Details of Incident	
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To your knowledge, has this occurred before?  Yes _____ No _____	Are there immediate safety or transportation concerns?  Yes _____ No _____
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If needed, describe incident or concerns in more detail. Identify steps needed to ensure student safety.

### Action Plan

To be completed by principal / assistant principal/ designated staff

<b>Date</b>	
<b>Interviewed Target</b>	
<b>Interviewed Child Accused of Aggression</b>	
<b>Interviewed Witness</b>	
<b>Summary of Findings</b>	
<b>Action Taken</b>	
<b>Parent Notified</b> ___ By phone ___ Written notice	
<b>Signature of Principal / Designee</b>	
<b>Estimate Time Spent (.5 hour increments)</b>	

(Optional)

**Parent/Caregiver Communication Form**

Date:

Dear

Your student was involved in an incident in school today. We believe it is important to share this information with you.

**What was reported:**

The incident has been investigated and will be monitored. Due to reasons of confidentiality, students' names and disciplinary actions cannot be revealed.

Please sign and return this letter to school in an envelope addressed to me as soon as possible. Please don't hesitate to contact me if you have any questions or concerns.

Thank you

\_\_\_\_\_  
Principal/ Designated Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date