

Policy 522 - Appendix A

ALEXANDRIA PUBLIC SCHOOLS INCIDENT REPORT FORM

This form is used to identify a possible incident of bullying, harassment or discrimination. The staff person who observes the conduct or receives the concern should complete this form, not the complaining student or staff. Copies of this form should be forwarded to the Site Complaint Manager for follow up.

Date of report: _____ Time of Incident: _____

School: _____ District: _____

Teacher/Staff: _____ Position: _____

Location of Incident: _____

Name(s) of target(s):	Name(s) of accused student(s):	Name(s) of witnesses/bystanders:

Information about the Target:		
Grade	Gender	
	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> White <input type="checkbox"/> Other

Information about the Accused Student:		
Grade	Gender	
	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> White <input type="checkbox"/> Other

Check all behaviors that apply.

PHYSICAL CONDUCT – Harm to another’s body or property. *Criminal Conduct/Mandatory Reporting				
<input type="checkbox"/> Threatening physical harm <input type="checkbox"/> Making threatening gestures <input type="checkbox"/> Starting a fight <input type="checkbox"/> Blocking movement, cornering <input type="checkbox"/> Shoving	<input type="checkbox"/> Pushing <input type="checkbox"/> Pinching <input type="checkbox"/> Scratching <input type="checkbox"/> Hair pulling <input type="checkbox"/> Spitting	<input type="checkbox"/> Slapping <input type="checkbox"/> Kicking <input type="checkbox"/> Tripping <input type="checkbox"/> Biting <input type="checkbox"/> Hitting	<input type="checkbox"/> Destroying or defacing property* <input type="checkbox"/> Extortion* <input type="checkbox"/> Theft* <input type="checkbox"/> Sexual assault*	<input type="checkbox"/> Assault with a weapon* <input type="checkbox"/> Arson* <input type="checkbox"/> Other:

EMOTIONAL CONDUCT – Harm to another’s self-worth, in person or electronically.			
<input type="checkbox"/> Insulting gestures <input type="checkbox"/> Dirty looks <input type="checkbox"/> Insulting remarks <input type="checkbox"/> Name calling <input type="checkbox"/> Taunting	<input type="checkbox"/> Defacing or falsifying schoolwork <input type="checkbox"/> Insulting/degrading graffiti <input type="checkbox"/> Harassing and/or frightening phone calls, emails, text or phone messages <input type="checkbox"/> Cyberbullying	<input type="checkbox"/> Racial, ethnic or religious slurs or epithets <input type="checkbox"/> Insulting remarks related to disability, gender or sexual orientation	<input type="checkbox"/> Threatening another to secure silence <input type="checkbox"/> Challenging in public <input type="checkbox"/> Unwanted sexually suggested remarks, images or gestures <input type="checkbox"/> Other:

SOCIAL (RELATIONAL) CONDUCT – Harm to another through damage (or threat of damage) to relationship or feelings of acceptance, friendship or group inclusion.			
<input type="checkbox"/> Using negative body language or facial expressions <input type="checkbox"/> Gossiping <input type="checkbox"/> Starting/spreading rumors	<input type="checkbox"/> Playing mean tricks <input type="checkbox"/> Insulting publicly <input type="checkbox"/> Ignoring someone to punish or coerce <input type="checkbox"/> Cyberbullying	<input type="checkbox"/> Threatening to end a relationship <input type="checkbox"/> Undermining other relationships <input type="checkbox"/> Passively not including in group	<input type="checkbox"/> Exclusion <input type="checkbox"/> Ostracizing/ total group rejection <input type="checkbox"/> Arranging public humiliation <input type="checkbox"/> Other:

- Additional comments should be listed below -