

Incident Report Form

This form should be used to document bullying or other unkind acts, as referenced in Infinite Campus. The form should be submitted when filing a formal Title IX complaint to the District Office. In this case, fax completed form to (920) 272-7051.



Incident Details		
Date/Time of Incident:	Student Name (Displaying Behavior):	
Bullying Event: <input type="checkbox"/> Yes (Ensure all parents involved have been contacted) <input type="checkbox"/> No <i>Bullying is a deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying includes aggressive and hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied, and is behavior that is repeated rather than an isolated incident.</i>		
If not bullying, name other type of event (describe):		
Student Name (Target of Behavior):	Location of Incident:	
Incident Description:		
Witness to Incident:	Teacher:	
Witness to Incident:	Teacher:	
Person Submitting Form:	Report Date:	
<input type="checkbox"/> Anonymous <input type="checkbox"/> Staff Member <input type="checkbox"/> Parent <input type="checkbox"/> Student <input type="checkbox"/> Community Member <input type="checkbox"/> Other:		
Signature:		
For Office Use Only		
Date Received:	Received By (Name/Title):	
Investigation Start Date:	Notification Sent to Family: Yes <input type="checkbox"/> No <input type="checkbox"/>	Date Sent:
Notes:		