



Doing only *Right Things*
 Doing things *Right the First Time*
 Doing things *On Time*
 Doing things with the *Right Attitude*

Heartland Career Center
 79 S 200 W
 Wabash, IN 46992
 Phone: (260) 563-7481

Bullying as defined by IC 20-33-8-0.2 means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile student environment

Today's Date: _____ School: _____

Person Reporting Incident (may report anonymously): _____

I am a: (place an X in the appropriate box)

- Student Parent/Caregiver Teacher/Staff Volunteer

Contact Information (please include best way to reach you, i.e., by phone, email, etc.)

INCIDENT INFORMATION

Date Incident Occurred: _____

Name of target of the bullying incident (student being bullied): _____

Name of alleged offender: _____

Type of bullying (check all that apply):

- Verbal Physical Social/Relational Written or Electronic

Brief explanation of incident:

Where did the bullying happen? _____

Did a physical injury result from this incident?

- No Yes, but it did not require medical attention Yes, it did require medical attention

Medical Attention Required: _____

Was the target of the incident absent from school? Yes No

If yes, how many days was the student absent as a result from this incident? _____

Any other information you would like to provide to help in our investigation:

The administrators will investigate the report and take appropriate actions to deal with the situation. Since much of what we do needs to remain confidential, you may not know of the steps we take to stop the activity. If the activity does not stop, we need to take additional steps. Please let us know if the activity continues.

Signature: _____ Date: _____

INVESTIGATION REPORT

Investigated by: _____

Position: _____

Date: _____

Final Report of Investigation of bullying complaint by _____
against _____, alleged offender.

In my/our investigation of the complaint, it is found (check appropriate response):

Found grounds to substantiate the report as a bullying incident

Incident was: Verbal Physical Social/Relational Written or
Electronic

Did not find grounds to substantiate the allegations

Did not find enough information to make a judgment on the allegations

Summary of investigation, findings, and disciplinary action:

Parent/Guardian Contacted: Yes Date: _____ No

Signature of Investigator/Title: _____ Date: _____

Signature of Administrator: _____ Date: _____
(If not the investigator)