

KAUFMAN INDEPENDENT SCHOOL DISTRICT
STUDENT INCIDENT REPORT
BULLYING & PROHIBITED HARASSMENT

Instructions

An administrator or counselor who receives a report of bullying by legal definition (FFI -LOCAL), or prohibited harassment including sexual harassment and dating violence by legal definition (FFH-LOCAL) will address the following issues with the student who was the target of the reported behaviors in a private meeting before assisting the student to complete the incident report.

Your right to file an incident report

The policy of the District is that all students and employees be free from bullying and prohibited harassment including sexual harassment and violence in students' relationships. All charges of bullying or prohibited harassment including sexual harassment and dating violence are to be taken very seriously by students, faculty, staff, administration and parents.

Instructions

Use this form to report bullying, prohibited harassment including sexual harassment and dating violence so that school officials may investigate and take appropriate steps to increase your safety.

Complete the report, providing as much detailed information as possible so that the incident may be properly investigated. It is important that you report the facts as accurately and completely as possible and that you cooperate fully with the persons designated to investigate the incident.

Where to file

Incident reports will be available from any counselor or administrator. Once completed, the principal or designee will handle all incident reports. Parents/Students may print off forms from KISD website.

Confidentiality

To conduct an investigation in a confidential manner, the school will disclose the contents of your incident report only to those persons who have a need to know of your incident report. In signing the incident report, you authorize the school to disclose, as needed, the information you have provided, and may in the future, regarding your incident report. Your incident report will not be shown to the accused student.

Retaliation prohibited

Retaliation against a person who files a formal incident report is strictly prohibited and is grounds for disciplinary action, including but not limited to detention, suspension, community service, or any other disciplinary action appropriate under the Student Code of Conduct.

Date form was turned in to the office: _____

STUDENT FORM

My Name: _____	Gender: Male Female	My Grade: _____
My Campus: H.E. Monday Phillips Nash NJH KHS	Date of Incident: _____	
Location of incident: _____		

Who was the person that said or did something to you: _____	
What grade level is he/she in: _____	Has this happened before: YES NO If YES, how many times: _____
Were you hurt: YES NO	Did this happen to anyone else: YES NO If YES, provide names: _____
Was a weapon involved: YES NO If YES, what kind: _____	_____

What did this person say or do?

Write on the back if you need more space.

OFFICE USE ONLY

Administrative Notes while talking to student:

By filling out this form, I certify that all statements are true and accurate. Any intentional misstatement of fact will subject me to appropriate discipline. I authorize school officials to disclose the information I provide only as necessary in pursuing the investigation.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Administrator Signature: _____ **Date:** _____