



**Incident Reporting Form  
(For District/School Files Only)**

**I. To be completed by person reporting the incident (or the person receiving the complaint and/or investigating the incident)**

**School District: District 9**

**School: Mott Hall Charter School**

**Dignity Act Coordinator: Jennifer Melendez**

**Position: Assistant Principal**

**Today's date: \_\_\_\_\_ Name of person reporting incident: \_\_\_\_\_**

**Role of person reporting incident (Check one)  Student Target  Student (witness)**

**Parent/Guardian  Staff Member  Other \_\_\_\_\_**

**Phone: \_\_\_\_\_ Email: \_\_\_\_\_**

**Name of target: (student being bullied, harassed, or discriminated against)**

\_\_\_\_\_

**Name(s) of alleged offender(s): \_\_\_\_\_**

**Date(s) and time(s) of incident: \_\_\_\_\_**

**What was your involvement in the incident?**

**I was directly involved in the incident**       **I observed the incident**       **I heard about the incident**



**Where did the incident happen? (Check all that apply)**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> On school property | <input type="checkbox"/> Off school property | <input type="checkbox"/> Bathroom             |
| <input type="checkbox"/> Cafeteria          | <input type="checkbox"/> Hallway             | <input type="checkbox"/> At a school function |
| <input type="checkbox"/> On a school bus    | <input type="checkbox"/> Locker Room         | <input type="checkbox"/> Other (describe):    |
| <input type="checkbox"/> Classroom          | <input type="checkbox"/> Electronic          | _____   |
| <input type="checkbox"/> Gym                | Communication                                |   |

**Type of incident (Check all that apply)**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Physical contact (kicking, punching, spitting, tripping, pushing, taking belongings)            | <input type="checkbox"/> Psychological (non-verbal actions, spreading rumors, social exclusion, intimidation) | <input type="checkbox"/> Cyberbullying (misusing technology/social media to harass, tease, threaten, post pictures (sexting)) |
| <input type="checkbox"/> Verbal threats (gossip, name-calling, put-downs, teasing, being mean, taunting, making threats) | <input type="checkbox"/> Abuse (actions or statements that put an individual in fear of bodily harm)          | <input type="checkbox"/> Other (describe):  |
|  |   | _____   |
|  |   | _____   |

**Who was involved in the incident?**  Student  Employee  Both student and employee

**Describe the specific nature of the incident. What happened? (Be as specific as possible). What did the alleged offender say or do? Include any copies of text messages, emails, etc. if possible.**

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*(Add extra pages if needed)*



**If there were any adults in the area when this happened, what did they do?**

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**Types of bias involved (if known): (Check all that apply)**

- |   |   |                                 |
|---|---|---------------------------------|
| <input type="checkbox"/> Race               | <input type="checkbox"/> Weight/size        | <input type="checkbox"/> Gender |
| <input type="checkbox"/> Religion           | <input type="checkbox"/> Disability         | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Sex                | <input type="checkbox"/> National origin    | (describe)_____                 |
| <input type="checkbox"/> Color              | <input type="checkbox"/> Sexual orientation |                                 |
| <input type="checkbox"/> Religious practice | <input type="checkbox"/> Ethnic group       |                                 |

**Names of others who may have witnessed the incident:**

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**Was the student absent from school as a result of the incident?  No  Yes Number of days student was absent:\_\_\_\_\_**

**Does the situation continue to occur?  Yes  No What do you think should be done about the situation?**

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**MOTT HALL  
CHARTER SCHOOL  
est.2012**

**You can contact the school administrator, Dignity Act Coordinator, counselor, or other staff member (whoever you are most comfortable with) for information or assistance at any time.**