



OXFORD PUBLIC SCHOOLS

Bullying Prevention and Intervention Incident Report Form

The Oxford Public Schools ("OXPS") expects that all members of the school community will treat each other with respect. OXPS does not tolerate bullying, retaliation, harassment, or intimidation in school buildings, on school grounds, or at school-related events. If you wish to report a serious offense, you may complete this form and return it to the Building Principal where the incident occurred or to the Superintendent. All reports will be investigated and prompt action taken to end the conduct and restore a sense of safety. This form may be submitted anonymously by omitting your name.

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1. Name of Reporter/Person Filing the Report: _____
(Note: Reports may be made anonymously but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)
 2. Check whether you are the: Target of the behavior Reporter (not the target)
 3. Check whether you are a: Student Parent Staff Member Other (specify) _____
 4. Your email contact and telephone number: _____
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5. Information about the Incident:
Name of Target (of behavior): _____
Name of Aggressor (Person who engaged in the behavior): _____
Date(s) of Incident(s): _____
Time When Incident(s) Occurred: _____
Location of Incident(s) (Be as specific as possible): _____
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6. Witnesses (List people who saw the incident or have information about it):
Name: _____ Student Staff Other _____
Name: _____ Student Staff Other _____
Name: _____ Student Staff Other _____
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7. Describe the details of the incident including names of people involved, what occurred, and what each person did and said, including specific words used. Identify whether cyber-bullying was involved and whether a physical injury resulted.

Office Use Only:

Administrator Receiving Report: _____ Date: _____

Under state and federal law, OXPS may not disclose specific disciplinary procedures instituted against students, including the aggressor, to third parties, including the target's parents/guardians, unless such disciplinary procedures constitute a "stay away" order or other directive that the target and his/her parents/guardians must be aware of in order to report violations. OXPS will maintain records of all bullying or retaliation investigations, and the result of such investigations in accordance with the Bullying Prevention Act and related regulations.