

**Blackfoot School District No. 55  
Harassment Incident Report**

**Information reported on the Harassment Incident Report will be held with high regards to your safety and well-being. School administration will work with you to ensure your understanding of the process while the incident is investigated. In order for the school administration to complete a thorough investigation, specific information must be listed below:**

Full Name \_\_\_\_\_

Today's Date \_\_\_\_\_

Who was being harassed (list all involved):

\_\_\_\_\_  
\_\_\_\_\_

Who was doing the harassing (list all the involved):

\_\_\_\_\_  
\_\_\_\_\_

Date of the Incident: \_\_\_\_\_

Location of the Incident: \_\_\_\_\_

Have you reported this incident to an adult at school? \_\_\_\_\_

If yes, who was that adult? \_\_\_\_\_

How long has the harassment been happening?

- First Incident
- On-Going

Please list any other individuals who witnessed the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Incident or Problem (be as detailed as possible):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What would you like to see happen as result of this report (i.e. have an administrator talk to the individual who is harassing others, have a teacher be aware of what is going on, have seat changed, etc, adult/peer mediation with the harasser,)?

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Signature of Complainant:

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Date

Copy received by School Official:

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Title	Signature	Date
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NOTES:

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**\*\*\*\*TO BE FILLED OUT BY ADMINISTRATION ONLY\*\*\*\***

Was this incident investigated? \_\_\_\_\_

Was this incident referred to the School Resource Officer? \_\_\_\_\_

Was the student warned about retaliation? Yes \_\_\_\_\_, No \_\_\_\_\_, Date \_\_\_\_\_

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**Signature**

What was the outcome of the investigation?

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Administration Signature

Date