



HARASSMENT, DISCRIMINATION, OR BULLYING INCIDENT FORM

At YWCP incidents of harassment, discrimination, and/or bullying are taken very seriously and are not tolerated. It is important to work with your school site teams initially, including teachers, counselors, administrators, etc. to ensure that they are aware of the problem and are able to address situations related to harassment, discrimination, or bullying without delay. Timely investigation will occur upon receiving this reporting form.

Today's Date: _____ **Name of School:** Young Women's College Prep

Date/time did the incident occurred: _____

Person initiating this report (optional): ____ Student ____ Parent/Guardian ____ School Staff Member ____ Other
Name: _____

Person Filling out Form: ____ Student ____ Parent/Guardian ____ School Staff Member ____ Other
Name: _____ Phone #: _____ Email: _____

Name of Student(s) Targeted:	Grade:	School:
		YWCP
Name of Alleged Offender(s), if known:	Grade/Position:	School:
		YWCP
Witness/es Name(s):		

Incident involved: ____ only student offender(s) ____ both student and employee offender(s) ____ only employee offender(s)

Where did the incident happen?

- On school property (Including on a school bus or at a school-sponsored activity/event off school property)
- Off school property

What happened?

- Verbal threat, no physical contact
- Physical contact, but no verbal threat
- Both verbal threat and physical contact
- Intimidation or abuse with no verbal threat/ physical contact
- Other: _____

Describe: Please describe the incident in detail? (Use additional space if necessary)