If this is an EMERGENCY that involves DRUGS, WEAPONS, or the SAFETY of you or anyone else is in danger – **STOP RIGHT NOW AND TELL AN ADULT IMMEDIATELY.**

Name: _____ Grade: _____ Today's Date: _____
First Name Last Name

Which of the following are you reporting? (Check all that apply.)

☐ Fighting ☐ Irritating ☐ Threats ☐ Rumors/Gossip ☐ Theft ☐ Property damage
☐ Social Media on Campus (Facebook/Instagram/Texting) ☐ Social Media off Campus (Facebook/Instagram/Texting)
☐ Other: _____

What happened? (Be specific. Describe what happened. Include as many details as possible)

_____
_____
_____

Who was involved? (Please give first and last names and grade if possible)

Name: _____ Name: _____

Name: _____ Name: _____

When did it start? _____

How long has it been going on? ☐ 1-3 days ☐ 3-7 days ☐ 1-2 weeks ☐ 2-4 weeks ☐ over a month

Where did it happen?

☐ Classroom ☐ Restroom ☐ Lunchroom ☐ School Bus/Bus Stop
☐ Hallway ☐ Locker Room ☐ At Home
☐ Other (be specific): _____

Witnesses that saw what happened (Please give first and last names and grade if possible):

Name: _____ Name: _____
Name: _____ Name: _____
Name: _____ Name: _____

Who else did you tell about this incident? **Parent? Friend? Teacher? Counselor? Coach?**

_____
_____

Is there any additional information you would like to provide?

_____
_____
_____