

## Blue Ridge Incident Statement Form

Fill out this form to specify your concern, as you see it. Describe the incident, the participants, the background to the incident and any attempts you have made to solve the problem. Be sure to include all relevant dates, times, and places. Use a pen. Print legibly. Additional pages may be attached if necessary. This form is used for inquiries regarding reports of harassment, bullying, intimidation, hazing or other behavior concerns. All parties involved will be given opportunities to provide statements.

Print Name: \_\_\_\_\_ Date of Report: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Birthdate: \_\_\_\_\_

If Student, Grade: \_\_\_\_\_ School: \_\_\_\_\_

If Staff, Position: \_\_\_\_\_ Campus: \_\_\_\_\_

If Parent, how was the situation brought to your attention? \_\_\_\_\_

### **INCIDENT DETAILS**

Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Explain what happened: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did you personally see and/or hear the incident? YES NO

If you did not personally see and/or hear the incident, who told you? \_\_\_\_\_

Names of people **involved in** the incident: \_\_\_\_\_

Names of people who **witnessed** the incident: \_\_\_\_\_

Did anyone get hurt? Explain: \_\_\_\_\_

\_\_\_\_\_

Was anything damaged? Explain: \_\_\_\_\_

\_\_\_\_\_

Was Social Media, Texting or Electronics a part of the incident? If so, how? \_\_\_\_\_

\_\_\_\_\_

Has something like this happened before? Please explain. \_\_\_\_\_

\_\_\_\_\_

# Blue Ridge Incident Statement Form

How has this situation impacted your feelings toward school, friends, family and other parts of your life? \_\_\_\_\_  
\_\_\_\_\_

Have you reported this incident to anyone? If yes, to whom and when? Explain how you have tried to resolve the problem. \_\_\_\_\_  
\_\_\_\_\_

Are you aware of anyone with more information to share? If yes, whom? \_\_\_\_\_  
\_\_\_\_\_

Is there anything else you feel is important share regarding this incident? \_\_\_\_\_  
\_\_\_\_\_

Indicate as specifically as possible what you think can and should be done to solve the problem. \_\_\_\_\_  
\_\_\_\_\_

If helpful, please draw how people were standing or positioned during the incident.

### Rate the seriousness of your concern regarding this incident from 1-10:

Small > > > > > **1 2 3 4 5 6 7 8 9 10** > > > > > BIG

1=Annoying, but I don't want intervention. I will handle it myself.

10=Disrupting every part of my life. Someone is being hurt. Intervention is needed.

I certify this information is correct to the best of my knowledge.

Signature of Reporting Individual: \_\_\_\_\_ Date: \_\_\_\_\_

Name of BR Professional Staff Receiving the Report: \_\_\_\_\_

Name of PR Professional Staff doing Inquiry on this Report: \_\_\_\_\_

This Section to be Filled Out by Blue Ridge Administration.

Plan of Action Determined: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Documentation of Follow-Up: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_