

**5. What did the alleged offender (s) say or do?**

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**6. Why did the harassment or intimidation (bullying) occur?**

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**8. Did a physical injury result from this incident? YES \_\_\_ NO \_\_\_**

**9. If there was physical injury, do you think there will be permanent effects?**

YES \_\_\_ NO \_\_\_

**10. Did a psychological injury result from this incident?**

YES \_\_\_ NO \_\_\_

**11. Is there any additional information you would like to provide?**

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
( of person reporting policy infraction)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(of staff member taking report)