XXXX School Corporation

Alleged Bullying Incident Report Form (Sample)

Date: \_\_\_\_\_Time: \_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_Room/Location: \_\_\_\_\_\_\_\_\_Adult Completing Form:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Of Incident

Student(s) Initiating Bullying:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade: \_\_\_\_ Teacher/Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade: \_\_\_\_ Teacher/Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student(s) Affected:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade: \_\_\_\_ Teacher/Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade: \_\_\_\_ Teacher/Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Witness(es):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade: \_\_\_\_ Teacher/Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade: \_\_\_\_ Teacher/Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Attach additional paper if necessary)

Type of Bullying Alleged (check all that apply):

Verbal \_\_\_\_\_ Social/Relational \_\_\_\_\_ Written Communication/Electronic \_\_\_\_\_ Physical\_\_\_\_\_

Check all spaces below that apply. Adult identified inappropriate behavior as:

\_\_\_\_\_\_ Name calling

\_\_\_\_\_\_ Spitting

\_\_\_\_\_\_ Stalking

\_\_\_\_\_\_ Demeaning comments

\_\_\_\_\_\_ Inappropriate gesturing

\_\_\_\_\_\_ Stealing

\_\_\_\_\_\_ Staring / leering

\_\_\_\_\_\_ Damaging property

\_\_\_\_\_\_ Writing / graffiti

\_\_\_\_\_\_ Shoving / pushing

\_\_\_\_\_\_ Threatening

\_\_\_\_\_\_ Hitting / kicking

\_\_\_\_\_\_ Taunting / ridiculing

\_\_\_\_\_\_ Flashing a weapon

\_\_\_\_\_\_ Inappropriate touching

\_\_\_\_\_\_ Intimidation / extortion

\_\_\_\_\_\_ Intentional exclusion

\_\_\_\_\_\_ Cyberbullying

\_\_\_\_\_\_ Text

\_\_\_\_\_\_ Sexting

\_\_\_\_\_\_ First Time Incident

\_\_\_\_\_\_ Ongoing Issue/Multiple Incidents

\_\_\_\_\_\_Property Damage

\_\_\_\_\_\_False Reporting

\_\_\_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

(Please use additional paper if necessary and attach student and/or parent report forms if available)

Physical evidence:

\_\_\_\_\_ Graffiti

\_\_\_\_\_\_ Notes

 \_\_\_\_\_ Email

\_\_\_\_\_Websites/Social Network

\_\_\_\_\_ Voice Msg

\_\_\_\_\_Video Recording

\_\_\_\_\_Text Msg

\_\_\_\_\_ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher/Staff Response Taken:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Staff portion concluded here)

Incident identified as bullying: \_\_\_\_yes \_\_\_\_\_no. If ***no***, why (conflict, one-time/first incident, etc.)?:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If ***yes***, why (check all that apply)?: \_\_\_one-sided \_\_\_repeated \_\_\_imbalance of power \_\_\_on purpose \_\_\_unwanted

Determined by counselor, social worker, or principal (name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If ***yes***, administrator assigned:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrative Action Taken:

No action needed at this time\_\_\_\_\_\_\_\_\_\_\_ Action Taken:

Check all that apply below:

\_\_\_\_\_ Verbal Warning

\_\_\_\_\_ Loss of recess

\_\_\_\_\_Lunch detention

\_\_\_\_\_ After School Detention

\_\_\_\_\_ Restriction from after school activities

\_\_\_\_\_ Counseling with Principal or designee

 regarding the behavior in question

\_\_\_\_\_ Referral to Social Worker or

 Counselor for *follow-up*

\_\_\_\_\_ Mediation

\_\_\_\_\_ Conference with Parent:

 Date: \_\_\_\_\_\_ Time:\_\_\_\_\_\_\_

\_\_\_\_\_ Removal from class or activity

\_\_\_\_\_ In-school suspension

\_\_\_\_\_ Alternative to suspension

\_\_\_\_\_ Suspension

\_\_\_\_\_ Law Enforcement Contacted

\_\_\_\_\_ Alternative to Expulsion

\_\_\_\_\_ Expulsion

\_\_\_\_Other

Parent(s) of Target(s) Contacted?: Date:\_\_\_\_\_ Time: \_\_\_\_\_ Parent(s) of Perpetrator(s) Contacted: Date:\_\_\_\_ Time:\_\_\_\_\_

\_\_\_\_Coded in Discipline Code Used: \_\_\_\_\_\_\_\_\_\_\_\_\_

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

*Follow-up required within one school week.* Date of follow-up with Perpetrator: \_\_\_\_\_Initials: \_\_\_\_\_\_

Intervention/Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of follow-up with Target: \_\_\_\_ Initials:\_\_\_\_\_\_\_

Intervention/Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_