

Bullying Reporting Form

Bullying Reporting Form Instructions:

The purpose of the form is to give an alternative way to report an instance of aggressive behavior. Each report will be investigated and appropriate actions will be taken in order to create a safe environment for everyone. The more information provided on this report, the higher the chances of success. If there's very little information, it may still help to identify trends, but a full investigation may not be possible. So with that in mind, while you may report incidents anonymously, we encourage you to not do so and be assured that no retaliation will be tolerated per school policy.

Step 1- Fill out the form as completely as possible. ***Your name is encouraged but not required.*** The aggressor and targets names are required.

Step 2 – Turn the form into school office marked “Confidential - Attn: Principal.” If this incident directly involves the Principal, you may turn the form into the Church Rectory marked “Confidential – Attn: Pastor.”

Step 3 – If you provide your name and contact info, you will receive an acknowledgement that the form is received and the process as outlined in the Bullying Policy will commence.

Your Name: _____ Date: _____

Student? Y or N If Yes, Grade? _____

Witnessed incident yourself? Y or N Witnessed by someone else? Y or N

If witnessed by someone else, please provide name here unless person wishes to remain anonymous:

Name: _____

Name of Target – person being hurt (required):

Target's Grade:

Name of Aggressor – person hurting (required):

Aggressor's grade:

Have the Target and Aggressor had problems in the past?

Setting of the incident:

Time:

Location:

What was happening just before the incident?

What did the Aggressor do?

How did the Target respond?

Then what happened?

Who did you tell?

What did that person say or do?

Any other notes or comments?