

**Bullying Incident Report**

Complete this form for any suspected bullying incident. Copies shall be placed in the victim's and the offender's school files for future reference; and given to the students' teachers, and sent to the students' families.

Reported by: \_\_\_\_\_ or Anonymous      Date reported \_\_\_\_\_

Describe incident: Include person(s) involved, time and place, frequency, the target of suspected bullying, and the names of any possible witnesses.

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

**Initial Intervention measures:**

\_\_\_\_ Incident was resolved by: \_\_\_\_\_

\_\_\_\_ Incident was not resolved but referred to the headmaster.

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Secondary Intervention measures:**

Based on the interviews and facts presented, Bullying HAS/HAS NOT been verified.

(Anonymous reports must be verified to be subject to disciplinary action.)

Recommendation:

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

Disciplinary Action taken, if any:

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

\_\_\_\_ Detention and/or Essay    \_\_\_\_ In School Suspension    \_\_\_\_ Out of School Suspension

\_\_\_\_ # of days (Parent-Teacher-Student-Headmaster Conference required for suspensions)

\_\_\_\_ Incident was not resolved but was referred to: Counselor, or: \_\_\_\_\_

Victim's family notified by: phone in-person Date: \_\_\_\_\_

Offender's family notified by: phone in-person Date: \_\_\_\_\_

Offender's family signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Final Intervention Measures** initiated by Counselor or Alternative Source: \_\_\_\_\_

Recommendation: \_\_\_\_\_

Expulsion (Parent-Teacher-Student-Headmaster Conference required) (Only when past intervention has not been successful in eliminating bullying behavior.)

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

Official's Signature: \_\_\_\_\_

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

Headmaster's Signature: \_\_\_\_\_

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

Offender's family signature: \_\_\_\_\_

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

Staff Signature: \_\_\_\_\_

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

Additional Comments may be written on the back: