

## Bullying and Harassment Report Form

TAKE A STAND-KEEP OUR SCHOOL SAFE!

Always report bullying or harassment as soon as possible. You can report by telling an adult or using this form to document.

DATE OF INCIDENT:

TIME OF INCIDENT:

ROOM/LOCATION OF INCIDENT:

VICTIM'S NAME (who was bullied?) : \_\_\_\_\_ GRADE: \_\_\_\_\_

WHO DID THE BULLYING OR HARASSING?

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

DESCRIBE WHAT HAPPENED (use a second page if necessary):

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

Was it PHYSICAL? (circle all that apply)	Was it EMOTIONAL? (circle all that apply)	Was it SOCIAL? (circle all that apply)
Hitting, Kicking, Pulling Hair, Pushing, Shoving, Tripping	Name Calling, Teasing, Insulting	Excluding (Keeping someone from joining a game, table, conversation etc.)
Biting, Pinching, Scratching, Spitting	Sending Mean Notes	Trying to get other student to dislike someone.
Breaking, Stealing	Stalking	Spreading Rumors
Inappropriate touching	Threatening	Telling Lies
Using a weapon		
Glaring, Staring		

WERE THERE ANY WITNESSES? (Did anyone else see this?) YES/NO

IF YES, WHO: \_\_\_\_\_

IS THERE ANY EVIDENCE? \_\_\_NOTES \_\_\_E-MAIL \_\_\_OTHER

**Turn this into your teacher who will share with your principal. Your principal or designee will follow up and check in with you. Continue to report any recurring bullying/harassment.**