Bullying / Retaliation Incident Reporting Form

Use Page 1 of this form to report an incident that might be bullying or retaliation. You can also make an anonymous report by leaving your name off of this form, or you can talk to a staff member who can make the report for you. For more information, look on page 3 of this form. Page 2 is for the school to keep track of the investigation that will occur after the report is made.

1. Name of reporter: (Leave this blank of you want to the basis on an anonymous repo	•	: no disciplinary acti	on will be taker	against an alleged aggres	ssor solely on
2. Circle whether you are the:			REPO	REPORTER (not the target)	
3. Circle whether you are a:	STUDENT	STAFF (specify ro	le:)	
	PARENT/GUARDIAN	ADMINISTRATOR	C OTHE	R:	
Optional: your contact informat	ion (phone, email, etc.):				_
4. INFORMATION ABOUT THE II	NCIDENT				
Name of target(s):					
Name of aggressor(s):					
Date/time of incident(s):					
Location of incident:					
5. WITNESSES (people who saw	the incident or have inforr	mation about it)			
Name:		□ STUDENT	□ STAFF	□ OTHER:	
Name:		□ STUDENT	□ STAFF	□ OTHER:	
Name:		□ STUDENT	□ STAFF	□ OTHER:	
6. DESCRIPTION: Give details ab any prior history. Please use add	ditional space on another p	aper if needed.		ppened, what was said and	
(do not sign if you want to rema	in anonymous)				
ADMINISTRATIVE USE ONLY Date form received:					
Person receiving form:	Positi	on:			
Signature of person receiving form:			Date:		

ADDITIONAL INFORMATION

What is bullying?

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems. In order to be considered bullying, the behavior must be aggressive and include:

a) An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

b) Repetition: Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

What is retaliation?

Retaliation is any behavior that intimidates, disturbs, or harasses someone who has reported bullying, might report bullying in the future, or has information about someone else who might be getting bullied. Usually, the purpose of retaliation is to "get back" at someone for talking about a bullying situation. Retaliation is against the school's bullying policy and Code of Conduct and may be subject to disciplinary action. Retaliation is not always carried out by the same people who are the aggressors of a bullying situation.

Who is a "target"?

The target is someone who is being bullied or retaliated against. Sometimes, a person can be both a target and an aggressor at the same time.

Who is an "aggressor"?

The aggressor is someone who is bullying or retaliating against someone else. Sometimes, a person can be both an aggressor and a target at the same time.

Who is a witness?

A witness is anyone who might have more information about a bullying situation or about retaliation. Sometimes a witness has actually seen acts of bullying or retaliation. Witnesses might have also heard about an incident from aggressors or targets without having seen it themselves.

What will happen after a report is made?

The first step is to make sure anyone being targeted is safe and to stop any further aggression so that learning can resume. The school will then follow the Bullying Prevention and Intervention Plan and conduct an investigation about the incident. During the investigation, a staff member (usually the Dean of Culture) will interview the targeted students, aggressors, and other witnesses. Teachers and counselors may also be asked about what they know about the situation. Sometimes, parents and guardians will be contacted, as well. The investigation will determine whether the incident fits the definition of bullying – if so, the Dean and other staff will work with the students and families to develop appropriate supports for everyone involved and additional disciplinary measures if needed.

What if I don't feel comfortable reporting something?

You can always report bullying anonymously without having to use your name. You also can choose not to use this form and just talk to a staff member who you trust, instead. If a report is made anonymously, an investigation will be conducted before any additional steps are taken.