

# Incident Reporting Form

St. Mary's School

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Person making report \_\_\_\_\_ (optional, do not have to reveal name)

Name of person allegedly being bullied (if not person reporting) \_\_\_\_\_

Name of person(s) allegedly bullying: \_\_\_\_\_

Bullying, harassment, or intimidation are serious and will not be tolerated. If you are a student victim, witnessing student or a school staff member and wish to report an incident of alleged bullying, harassment, or intimidation, complete this form and return it to the office. Contact the office for additional information or assistance at any time.

*Bullying, harassment, or intimidation means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:*

- ☐ motivated by an actual or a perceived personal characteristics including race, national origin, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or,
- ☐ threatening or seriously intimidating; and,
- ☐ occurs on school property, at a school activity or event, or on a school bus; or,
- ☐ substantially disrupts the orderly operation of a school

## Type of incident

Date(s) incident occurred and time \_\_\_\_ / \_\_\_\_ / \_\_\_\_ at \_\_\_\_

☐ Verbal

☐ Physical: Result in injury? YES NO    Reported to School Nurse YES NO

☐ Relational/Emotional

## Type of inappropriate behaviors (check all that apply):

☐ Shoved/Pushed

☐ Hit/Kicked/Punched

☐ Threatened

☐ Stole/Damaged Possessions

☐ Excluded

☐ Taunting/Ridiculing

☐ Writing/Graffiti

☐ Told Lies/False rumors

☐ Staring/Leering

☐ Intimidation/Extortion

☐ Demeaning Comments

☐ Inappropriate touching

☐ Cyber-bullying using:

Text messages

website

email

other: \_\_\_\_\_

**Describe the incident:** (use back if additional space is needed)

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Student Signature \_\_\_\_\_ (optional)      Date \_\_\_\_\_

Action taken: \_\_\_\_\_

Parent Contact: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Person making contact \_\_\_\_\_

Result: \_\_\_\_\_

Parent Contact: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Person making contact \_\_\_\_\_

Result: \_\_\_\_\_