

Hortonville Middle School / Fox West Academy

Report of Bullying Incident Form

What is bullying? In short, bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is **REPEATED**, or has the potential to be **REPEATED**, over time. Bullying includes actions such as making threats, spreading rumors (gossiping), attacking someone physically or verbally, and excluding someone from a group on purpose.

Directions for completing this form Please read each question carefully and answer each honestly and be very specific. Please try to remember as many details as possible. When completed, please turn this sheet in to your counselor, associate principal, or principal.

Who should complete this form? Students, teachers, parents, counselors, or principals.

What will be done? After a report is made, the school counselor or one of the principals will determine if the incident(s) described represents bullying by definition. Afterwards, the incident(s) will be investigated and consequences will be assigned if deemed necessary. Those completing this form will be kept anonymous whenever possible.

Note This form will be kept on file following all reports of bullying.

Person Reporting: _____ Grade: _____ Date: _____

If person reporting is a witness, who is the person being bullied?

_____ Grade: _____ Date: _____

1. Who is doing the bullying? _____

2. What has happened? (Be specific and honest – attach additional information if necessary)

3. Where did it happen? _____

4. When did it happen (dates and times)? _____

5. Witness(es) name(s) (if any)? (Witnesses will only be interviewed if necessary)

6. How long has this been going on? _____

7. What have you done about this problem? _____

8. Have you talked to anyone about this already? Yes No If yes, who? _____

9. What do you want to happen now?

_____ I just want someone to know

_____ I want an adult to talk to the person who is doing the bullying

_____ Date met with reporting student(s)

_____ Date followed up with the person(s) doing the bullying

X _____
Principal / Staff Signature *Date*

Follow Up Log:

Notes from interview with student making the report –

Notes from interview with person/s reported to be doing the bullying –

Note – All documented incidents of bullying will be documented in Alpine and Skyward. If a consequence is assigned, an ODR may be completed.