

St. John the Baptist School
Bullying-Incident Report Form
Steps to Respect Format

This form should be kept in your classroom folder. All incidents, such as peer conflict, bullying or harassment, should be recorded on this form. Any bullying incidents or harassment incidents should be reported to the principal immediately.

Name of adult receiving the report: _____

Date and Time: _____

Who reported the incident? _____

Was the reporter a bystander or the injured child? _____

Name of the bullied/injured child/children

Name of child or children who caused the problem:

Bystanders if involved:

Where did the incident occur?

Description of the incident:

What type of incident was this? _____ peer conflict _____ harassment _____ bullying

Were there immediate safety needs? _____ yes _____ no
How were they managed?

Specific concerns: Check all that apply.

- | | |
|----------------------------|----------------------------|
| _____ physical injury | _____ hurt feelings |
| _____ damaged clothing | _____ emotional needs |
| _____ transportation needs | _____ severity of bullying |
| _____ fear of retaliation | _____ other |

Action taken:

- _____ Referred to the principal for immediate attention
_____ Referred to teachers for coaching

Classroom teacher of bullied/injured child:

Classroom teacher of child who bullied/injured: