



SAMPLE MATERIAL

## Bully Report and Incident Report Form

Hidden Hills Elementary School, Arizona

**Topic:** Reducing Behavior Problems

**Practice:** Describe Behavior

The Bully Report and Incident Report forms are for students who have experienced or witnessed a conflict or act of bullying. Students fill out the Bully Report when they would like the principal or another adult to intervene in cases of bullying incidents. Students fill out the Incident Report form following a teacher's request or at their own initiative when they are involved in a fight or a conflict. The forms are available to all students in three areas on campus: the school office, the nurse's office, and the library and may be submitted to teachers or to designated boxes near the school office. Younger students or other students who have difficulty expressing their emotions and experiences in writing can talk about what happened with the office staff, an aide, the librarian, or the nurse. The adult then can write up the incident for the student and suggest to the student to draw a picture on the back if they want.

At the beginning of the school year, teachers show students how to fill out the forms during a weekly dedicated lesson for teaching positive behavior. Teachers also communicate the importance of those forms in keeping

teachers informed about bullying acts and for helping students maintain a safe and respectful environment. Throughout the school year, this is reinforced through additional lessons about types of bullying, how to respond to bullying or provocations, and how students can support other students when witnessing an act of bullying.

Examples of common incidents reported by students using these forms include name calling or cutting in line among primary students and sexual harassment among fifth and sixth grade students. The principal conducts a conversation with the bully and other peers involved who supported the bully without referring to the student who filed the report by name. If it is an incident that could easily be tracked back to an individual, the principal may let a day or two go by before addressing the incident in order to protect the victim. Then, she checks in with the victim and let him or her know she handled the problem. The principal also asks the victim to let her know personally if there are any repercussions on the side of the bully. Schools can use these forms as models to develop similar bullying report forms.

## Hidden Hills School

### Bullying Referral Form

Date: \_\_\_\_\_

Reporting Person: \_\_\_\_\_

Name(s) of victim(s):

Name(s) of student(s) bullying:

Name(s) of Witnesses/Bystanders:

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**Type of Bullying** (circle all that apply):

Called Mean Names

Excluded

Hit, Kicked, Punched

Told Lies or False Rumors

Threatened

Racial Comments

Sexual Comments

Took/Damaged Possessions

Other (explain): \_\_\_\_\_

**Where did the bullying happen?** (circle all that apply):

Field

Hallway

In class with Teacher

In class without Teacher

Bathroom

Line-up area

Lunchroom

To/From School

Bus Stop

Bus

Other: \_\_\_\_\_

**People the Victim has spoken to about the bullying incident** (circle all that apply):

Teacher

Other Adult at School

Parent/Guardian

Sibling

Friend

**Explain what you witnessed:**

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-----For Office Use Only-----

**Repeat Bullying Offender?** Yes or No, Step \_\_\_\_\_

**Parent Contact?** Yes or No

**Referral?** Yes or No

**Entered in SASI:** Yes or No

Incident Report revised 3/09

Name \_\_\_\_\_ Date \_\_\_\_\_ Teacher \_\_\_\_\_

First nameLast name

Names of other students involved or witnesses to the incident: Teacher’s Name/Grade (if known):

|       |               |
|-------|---------------|
| _____ | _____ / _____ |
| _____ | _____ / _____ |
| _____ | _____ / _____ |
| _____ | _____ / _____ |
| _____ | _____ / _____ |

My side of the story: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (over)

**My side of the story: (continued)** \_\_\_\_\_

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**What happened because you made this choice?**

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**What is your plan to solve this problem? What will you do?**

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**How will you know that you have solved your problem?**

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**What should be the consequence if you choose to make this kind of a choice again?**

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