**Greenfield-Central Community School Corporation**

**Bullying Incident Reporting Form**

**Name of Person Completing Form (may remain anonymous): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Form Submission: \_\_\_\_\_\_\_\_\_\_**

**Definition of Bullying:** "Bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
        (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
        (2) has a substantially detrimental effect on the targeted student's physical or mental health;
        (3) has the effect of substantially interfering with the targeted student's academic performance; or
        (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges

provided by the school.

**Date** **and Time of Incident(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Location of Incident(s)**: \_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student(s) Initiating Alleged Bullying:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student(s) Affected:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Witness(es):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check all spaces below that apply to the alleged incidents:**

\_\_\_\_\_\_ Name calling

\_\_\_\_\_\_ Spitting

\_\_\_\_\_\_ Stalking

\_\_\_\_\_\_ Demeaning comments

\_\_\_\_\_\_ Inappropriate gesturing

\_\_\_\_\_\_ Stealing

\_\_\_\_\_\_ Staring / leering

\_\_\_\_\_\_ Writing / graffiti

\_\_\_\_\_\_ Shoving / pushing

\_\_\_\_\_\_ Threatening

\_\_\_\_\_\_ Hitting / kicking

\_\_\_\_\_\_ Taunting / ridiculing

\_\_\_\_\_\_ Showing a weapon

\_\_\_\_\_\_ Damaging property

\_\_\_\_\_\_ Inappropriate touching

\_\_\_\_\_\_ Intimidation / extortion

\_\_\_\_\_\_ Intentional exclusion

\_\_\_\_\_\_ Cyberbullying / text message

\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Background:**

**\_\_\_\_\_\_** Has there been a history between the individuals? \_\_\_\_\_\_ Were the actions unwanted?

\_\_\_\_\_\_ Is there an imbalance of power? \_\_\_\_\_\_ Were the actions deliberate and meant to harm the other student?

\_\_\_\_\_\_ Has this or a similar incident happened before?

**Describe the incident:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Physical evidence:**

\_\_\_\_\_\_ Graffiti

\_\_\_\_\_\_ Notes

\_\_\_\_\_\_ Email

\_\_\_\_\_ Websites/Social Media

\_\_\_\_\_ Voice Message

\_\_\_\_\_ Video Recording

\_\_\_\_\_ Text Message

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

**Steps the student has taken to deal with the issue (choose all that apply):**

\_\_\_ Avoided the student(s) \_\_\_\_\_ Asked the student to stop \_\_\_\_\_ Told a school staff member

\_\_\_ Ignored the student(s) \_\_\_\_\_ Stayed with a group \_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Walked away

**TO BE COMPLETED BY ADMINISTRATOR**

**Follow up required by administrator/comments:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Substantiated as Bullying?** \_\_\_\_Yes \_\_\_\_\_No If no, why (conflict, one-time incident, etc.)?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Notes:

**Date the incident was substantiated as bullying (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Substantiated Bullying:**

Verbal \_\_\_ Social/Relational \_\_\_ Written Communication/Electronic \_\_\_ Physical\_\_\_

**Investigative Checklist:**

\_\_\_\_ Counselor/social worker involved (Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Involvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

\_\_\_\_ Alleged bully’s parents notified (Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone / Email / Other)

\_\_\_\_ Target’s parents notified (Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone / Email / Other)

\_\_\_\_ Law enforcement notified if necessary (Date of Involvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

\_\_\_\_ Log entry for alleged bully

\_\_\_\_ Log entry for target

**Administrator Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_