

# Bullying Incident Initial Report (completed by staff member)

Our Definition as noted in our Second Step Bullying Prevention Curriculum - **Bullying is when someone keeps being mean to someone else on purpose. One or more victim(s) may be involved. The person(s) it's happening to hasn't been able to make it stop. It is unfair and one-sided.**

Date Bullying Report Received: \_\_\_\_\_ ☐ Verbal ☐ Written

Who reported the bullying: \_\_\_\_\_

Occurrence date(s) of alleged bullying: \_\_\_\_\_

Alleged Victim's Name: \_\_\_\_\_

Alleged Bully's Name: \_\_\_\_\_

Bystander(s) Names: \_\_\_\_\_

Locations(s):

☐ Bus

☐ Playground / parking lot

☐ Cafeteria

☐ Classroom

☐ Bathroom / Locker room

☐ Hallway

Describe the bullying behavior  
(attach additional sheets if  
needed):

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

Do we feel?

- The behaviors are repeated (or have the potential to be repeated) YES NO
- The reported behavior involves a real or perceived imbalance of power YES NO
- The reported behaviors have the intent to cause physical or emotional harm YES NO
- The reported behaviors have a significant impact on the bullied student YES NO

**PRELIMINARY RESPONSE DETERMINATION:**

☐ Bullying investigation not necessary at this time (does not meet the definition above)

Handled by / Referred to: \_\_\_\_\_

☐ Bullying Investigation will be conducted further by: \_\_\_\_\_

Notes taken during the investigation (attach additional sheets if needed): \_\_\_\_\_

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**Following the investigation, if the bullying incident is substantiated, the Bullying Reporting Log will be completed by the staff member who completed the investigation.**

Documentation of contact with the Victim's Family:

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

Discussion Notes: \_\_\_\_\_

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Documentation of contact with the Bully's Family:

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

Discussion Notes: \_\_\_\_\_

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