

# Good Shepherd Lutheran School

## Bullying Incident Reporting Form

### Instruction for completing form:

**Please fill out the form on the other side when you feel like you have been bullied or you saw someone else getting bullied. After you fill out the form, turn it in to someone in the office. If you need help filling out the form, ask for help from any adult.**

### **Be sure and let us know as much about the bullying when filling out the form:**

1. What day did the bullying happen;
2. What time did the bullying happen;
3. Where were you when the bullying happened;
4. Tell the name(s) of all the people who were bullied;
5. Tell the name(s) of all the people who started or were doing the bullying;
6. Tell the name(s) of all the peoples who saw the bullying or may know about the bullying;
7. Tell what happened, try to add this information;
  - a. Tell what kind of bad things they were doing;
  - b. Was the bullying because of you or the person are Mexican, Asian, American Indian, Middle Eastern, African, American, etc., was the bullying because of the color of your skin, was the bullying because of the country where you were born, was the bullying because you are a boy or girl, was the bullying because of the religion you believe, or was the bullying because of a disability you have;
  - c. Tell how they were acting and what they were doing to bully you. Things they could have done are:
    - i. written or verbal threats, obscene gestures;
    - ii. hitting you or fighting;
    - iii. using a smart phone, instant messaging, email, Snap Chat, Facebook, Twitter to play audio or show pictures;
    - iv. stealing, hiding, or damaging your property;
    - v. talk making you feel like someone else will be hurt or their property will be torn up or the persons friends or family will be hurt, or their property will be torn up;
    - vi. make you feel bad enough that you:
      1. have a lot of absences or tardies; you are missing all or part of class or a school day;
      2. your grades start going down;
      3. afraid or stop talking to people during activities, lunch, recess, etc.;
    - vii. tell any other information which could help the principal check out the bullying;
    - viii. name of the person reporting the bullying (not needed if you don't want anyone to know who you are);
    - ix. are you friends with or are you related to the person bullying.

