

St. Mary's School of Winchester Bullying Report Form Adapted from the Second Step Program Form

We will all work together to prevent bullying at our school. Bullying is hurtful and we do not tolerate it at our school. Sometimes it can be hard to tell an adult about bullying but it is important. Telling is not being a tattletale. Telling, which adults call reporting, is a good thing to do. If you or another student has been bullied or hurt, or you are worried that you or another student could be bullied or hurt in the future, **tell a teacher or another adult at your school. The adults will help you.**

You can tell an adult and/or fill out this form to tell school staff about bullying that has happened this school year. Once you've filled this out, give it to a teacher or take it to the office of the principal.

About You

We know it can be scary to tell or "report" bullying, so you do not have to include your name on this form. However, a teacher or the principal may want to ask more questions about this, so including your name will help them look into the problem.

Name *(optional)*: _____ Date: _____

I am *(choose one)*:

Student _____ Parent/Guardian _____ Staff Member _____ Other: _____

Tell Us What Happened

Student Who Was Harmed: _____ Grade: _____

Student(s) Who Did Harm: _____

When did it happen: _____

Did the bullying include mean comments about you or your friends? What were the mean comments about?

What kind of bullying happened? Was it:

_____ **Physical**

Acts such as hitting, spitting, kicking, or damaging your or another student's possessions

_____ **Verbal**

Saying mean or hurtful things or threatening you or another student

Social

Excluding you or another student from a group, telling other kids not to talk to you or another student

_____ **Emotional**

Spreading mean rumors or lies about you or another student

_____ **Cyber/Online**

Occurs on website or social media, by cell phone, email or text message _____

_____ **Other:**

(Please describe)

Please tell us what happened:

Did you see the event happen? _____ Yes _____ No

Who else saw what happened? Write their names here:

Was an adult nearby? Who?

I am turning in this form based on my belief that [write the name of the person on the line below

_____ hurt me or another person. I am reporting this because I am concerned and I want things to be better in the future.

Signature: _____

Reviewed by: _____ Date: _____