**INCIDENT REPORT - Bullying & Violence**

**(School administration)**

|  |  |
| --- | --- |
| **School:** |       |
| **Date:** |       | **Time:** |       |
| **Location of Incident:** |       |

**Nature of Incident:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bullying** | **[ ]**  |  | **Violence** | **[ ]**  |  | **Bullying and Violence** | **[ ]**  |  |
|  | Racism | **[ ]**  |  | Racism | **[ ]**  |  | Racism | **[ ]**  |
|  | Cyberbullying | **[ ]**  |  | Cyberbullying | **[ ]**  |  | Cyberbullying | **[ ]**  |
|  | Homophobia | **[ ]**  |  | Homophobia | **[ ]**  |  | Homophobia | **[ ]**  |
|  | Sexual Orientation | **[ ]**  |  | Sexual Orientation | **[ ]**  |  | Sexual Orientation | **[ ]**  |
|  | Sexual Identity | **[ ]**  |  | Sexual Identity | **[ ]**  |  | Sexual Identity | **[ ]**  |
|  | Handicap | **[ ]**  |  | Handicap | **[ ]**  |  | Handicap | **[ ]**  |
|  | Physical characteristic | **[ ]**  |  | Physical characteristic | **[ ]**  |  | Physical characteristic | **[ ]**  |
|  | Other | **[ ]**  |  | Other | **[ ]**  |  | Other | **[ ]**  |
|  |
| **Brief Summary of Incident:** |
|       |

**Students Involved:**

|  |  |
| --- | --- |
| **Victim (s)** | **Alleged Perpetrator(s)** |
|  | Name | Grade | Age | IEP |  | Name | Grade | Age | IEP |
| 1. |       |       |       | [ ]  | 1. |       |       |       | [ ]  |
| 2. |       |       |       | [ ]  | 2. |       |       |       | [ ]  |
| 3. |       |       |       | [ ]  | 3. |       |       |       | [ ]  |
| 4. |       |       |       | [ ]  | 4. |       |       |       | [ ]  |
| Number of incidents | Number of incidents |
| 1. | 1st | [ ]  | 2nd | [ ]  | 3rd | [ ]  | Other |       | 1. | 1st | [ ]  | 2nd | [ ]  | 3rd | [ ]  | Other |       |
| 2. | 1st | [ ]  | 2nd | [ ]  | 3rd | [ ]  | Other |       | 2. | 1st | [ ]  | 2nd | [ ]  | 3rd | [ ]  | Other |       |
| 3. | 1st | [ ]  | 2nd | [ ]  | 3rd | [ ]  | Other |       | 3. | 1st | [ ]  | 2nd | [ ]  | 3rd | [ ]  | Other |       |
| 4. | 1st | [ ]  | 2nd | [ ]  | 3rd | [ ]  | Other |       | 4. | 1st | [ ]  | 2nd | [ ]  | 3rd | [ ]  | Other |       |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Comments: | Comments: |
|       |       |

\*(indicate whether the incident involved the same (student (s) or different students)

**Witnesses to the Incident:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Surname | First Name | Grade or Position |
| Student(s): |
| 1. |       |       |       |
| 2. |       |       |       |
| 3. |       |       |       |
| 4. |       |       |       |
| School Staff |
| 1. |       |       |       |
| 2. |       |       |       |
| 3. |       |       |       |
| 4. |       |       |       |
| Other |
| 1. |       |       |       |
| 2. |       |       |       |
|  |
| **Information provided by witnesses:** |
|       |

**Meeting with the Student(s):**

|  |
| --- |
| **Victim(s):** |
| Information given: |       |
|  |  |
| **Alleged Perpetrator(s)** |
| Information given: |       |

**Communication with Parents:**

|  |  |
| --- | --- |
| **Victim (s)** | **Alleged Perpetrator(s)** |
|  | Meeting done by: | Date | Time |  | Meeting done by: | Date | Time |
| 1. |  |       |       | 1. |  |       |       |
| 2. |  |       |       | 2. |  |       |       |
| 3. |  |       |       | 3. |  |       |       |
| 4. |  |       |       | 4. |  |       |       |
|  |  |
| Actions to be taken: | Actions to be taken: |
|       |       |

**Supension**

|  |  |
| --- | --- |
| **Victim (s)** | **Alleged Perpetrator(s)** |
|  | Suspension | Duration |  | Suspension | Duration |
| 1. |  |  | 1. |  |  |
| 2. |  |  | 2. |  |  |
| 3. |  |  | 3. |  |  |
| 4. |  |  | 4. |  |  |
|  |  |
| Other: | Other: |
|       |       |

**Recommendation to expel (if):**

|  |  |
| --- | --- |
| **Victim (s)** | **Alleged Perpetrator(s)** |
| 1. |  | Comments: |       | 1. |  | Comments: |       |
| 2. |  | Comments: |       | 2. |  | Comments: |       |
| 3. |  | Comments: |       | 3. |  | Comments: |       |
| 4. |  | Comments: |       | 4. |  | Comments: |       |

**Police Intervention Requested:**

|  |  |
| --- | --- |
| **Name of Police Officer handling request:** |  |
| **Date:** |  | **Time:** |  |
| **Comments:** |  |

**School Principal:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Signature** |  | **Date** |

**Sent to Director General:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **[ ]**  | **No** | **[ ]**  |
| **Date:** |  |