

POPE JOHN HIGH SCHOOL BULLY PREVENTION AND INTERVENTION FORM

Name of Reporting/Person Filling the Report: _____

(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

2. Check whether you are the: Target of the behavior ♦ Reporter (not the target) ♦

3. Check whether you are a: ♦ Student ♦ Staff member (specify role) _____

♦ Parent ♦ Administrator ♦ Other (specify) _____

Your contact information/telephone number: _____

4. If student, state your Grade: _____

5. Information about the Incident: Name of Target (of behavior): _____

Name of Aggressor (Person who engaged in the behavior): _____

Date(s) of Incident(s): _____

Time when Incident(s) Occurred: _____

Location of Incident(s) (Be as specific as possible): _____

6. Witnesses (List people who saw the incident or have information about it): Name:

_____ ♦ Student ♦ Staff ♦ Other Name:

_____ ♦ Student ♦ Staff ♦ Other Name:

_____ ♦ Student ♦ Staff ♦ Other Name:

7. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.

FOR ADMINISTRATIVE USE ONLY

8. Signature of Person Filing this Report: _____

Date: _____ (Note: Reports may be filed anonymously.)

9.. Form Given to: _____ Position: _____

Date: _____

Signature: _____

II. INVESTIGATION

1. Investigator(s): _____ Position(s) _____

2. Interviews: ♦ Interviewed aggressor Name: _____

♦ Interviewed target Name: _____ Date: _____

♦ Interviewed witnesses Name: _____ Date: _____

Name: _____ Date: _____

3. Any prior documented incidents by the aggressor? ♦ Yes ♦ No

If yes, have incidents involved target or target group previously? ♦ Yes ♦ No

Any previous incidents with findings of BULLYING, RETALIATION ♦ Yes ♦ No

Summary of Investigation: (Please use additional paper and attach to this document as needed)

III. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of bullying or retaliation: ♦ YES ♦ NO ♦ Bullying

2. ♦ Incident documented as _____

3. ♦ Retaliation

4. ♦ Discipline referral only _____

5. Contacts: ♦ Target’s parent/guardian Date: _____

6. ♦ Aggressor’s parent/guardian Date: _____

7. Action Taken: π Loss of Privileges π Detention ♦ STEP referral π Suspension π Community Service π Education π Other _____

8. Describe Safety Planning:

9. Follow-up with Target: scheduled for _____

Initial and date when completed: _____

Follow-up with Aggressor: scheduled for _____

Initial and date when completed: _____

Report forwarded to Head of School/ Principal: Date _____

Signature and Title: _____ Date

_____ BULLY PREVENTION AND INTERVENTION HOTL