

## Waynesville Bullying Incident Form

Date \_\_\_\_\_

Time \_\_\_\_\_

Incident reported by: \_\_\_\_\_

Form Completed by: \_\_\_\_\_

### People Involved:

Name \_\_\_\_\_ Grade \_\_\_\_\_

Victim

Name \_\_\_\_\_ Grade \_\_\_\_\_

Suspect

Name \_\_\_\_\_ Grade \_\_\_\_\_

Witness for: Victim or Suspect

### Incident Type:

Cyber-bullying

Discrimination

Exclusion – Purposely leaving someone out

Hazing

Indirect - contributing by comments to others

Physical Threats

Racial Comments

Verbal Intimidation

Other

### Incident Description: (Attach Documentation)

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### Action Taken:

Bullying Assessment Flowchart

Does NOT qualify as bullying

Does qualify as bullying

Student Conference with Principal

Student Conference with Counselor

Mediation

Parents Notified/Conference

No contact order by principal

ISI

OSS

Police Notification

Filed as a bullying incident

Other

## Bullying Assessment Flowchart

Begin Investigation

Document all interviews with people involved using bullying incident report form

Was this a Crime? Physical contact or injury, use or threat of a weapon, serious threat of injury, stalking, kidnapping, detainment, loss/damage of property

Contact Police/Parents

What type of complaint?

**Formal**  
Students and/or their parents or guardians may file written reports regarding suspected harassment, intimidation or bullying.

**Informal**  
Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator, or other school personnel.

**Anonymous**  
Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint.

|  |                                                                                                                                                  |  |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | <b>Was there aggression?</b><br>Physical – hitting, shoving, threatening injury<br>Verbal – derogatory comments<br>Indirect – comments to others |  |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------|--|

NO → Not Bullying

Yes

|  |                                                                                                                |  |
|--|----------------------------------------------------------------------------------------------------------------|--|
|  | <b>Was there dominance?</b><br>Was the suspect stronger or dominant over the victim? Was one side outnumbered? |  |
|--|----------------------------------------------------------------------------------------------------------------|--|

NO → Not Bullying

Yes

|  |                                                                                                               |  |
|--|---------------------------------------------------------------------------------------------------------------|--|
|  | <b>Was there persistence?</b><br>Was there more than one incident or did the suspect fail to stop when asked? |  |
|--|---------------------------------------------------------------------------------------------------------------|--|

NO → Not Bullying

Yes

Does qualify as bullying  
Go to actions taken on incident report form