

Anderson Preparatory Academy Pre-Academy and Academy Student Bullying Report

Definition of bullying: an overt, unwanted, **repeated** act or gesture, including written or verbal communications or images transmitted in any manner, physical acts, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment. Bullying is **NOT** peer conflict, horseplay, or fighting. Bullying is considered to be a form of abuse. Mutual conflict where both parties participate equally is not considered bullying.

Student Name: _____

Think about your recent alleged bullying experience. Describe what happened.

1. How were you bullied? (You can check more than one):
 - Physically (for example, I was hit, kicked, pushed, slapped, spat on, had property taken or destroyed, etc.)
 - Verbally (for example, I was teased, mean things were said to me, I was called names, I was threatened)
 - Socially/Relationally (for example, I was excluded, ignored, had rumors spread, mean things said about me to others, others were encouraged not to like me)
 - Communication Written/Electronic (for example, others used computers, email or phone text to threaten me or make me look bad) ___at school ___outside of school
2. Is this the first time you have reported the bullying? ___yes ___no. If not the first time, now many times has it been reported? ___
To whom have you made previous reports? _____
3. *When* did this bullying take place? *Where*? _____

Has this happened before? When? For how long? _____

4. *Who* did this to you? _____
5. What was happening before the bullying started? _____

6. State what the bully (perpetrator) said/did: _____

7. State what you said/did: _____

8. *Who* else was around that saw or heard this happen? _____

9. What made you decide that you needed to deal with your bullying situation? _____

10. What did you do when this happened? How well did it work?

What Did You Do?	How Well Did This Work?		
I ignored it	Did Not Work	Worked a little	Worked Really Well
I asked the perpetrator to stop	Did Not Work	Worked a little	Worked Really Well
I told my parents or other adult family member	Did Not Work	Worked a little	Worked Really Well
I told my brother or sister	Did Not Work	Worked a little	Worked Really Well
I told an adult at school	Did Not Work	Worked a little	Worked Really Well
I told another student	Did Not Work	Worked a little	Worked Really Well
I fought back verbally	Did Not Work	Worked a little	Worked Really Well
I fought back physically	Did Not Work	Worked a little	Worked Really Well
I got someone to help stop it	Did Not Work	Worked a little	Worked Really Well
I stood up to the person doing it	Did Not Work	Worked a little	Worked Really Well
I made a joke of it	Did Not Work	Worked a little	Worked Really Well
I got back at them later	Did Not Work	Worked a little	Worked Really Well
I distracted the bully	Did Not Work	Worked a little	Worked Really Well
I did not do anything	Did Not Work	Worked a little	Worked Really Well
Other:	Did Not Work	Worked a little	Worked Really Well

Received Date: _____ Time: _____ By: _____

INVESTIGATION REPORT

Investigated by: _____

Position: _____

Date: _____

Final Report of Investigation of bullying complaint by _____
against _____, alleged offender.

In my/our investigation of the complaint, it is found (check appropriate response):

Found grounds to substantiate the report as a bullying incident

Incident was: Verbal Physical Social/Relational Written or Electronic

Did not find grounds to substantiate the allegations

Did not find enough information to make a judgment on the allegations

Summary of investigation, findings, and disciplinary action:

Parent/Guardian Contacted: Yes Date: _____ No

Signature of Investigator/Title: _____ Date: _____

Signature of Administrator: _____ Date: _____
(if not the investigator)