

# Sample Bullying Report Form – Elementary School Version

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## General Statement of Policy Prohibiting Bullying

Bullying is hurtful and we do not tolerate it at our school. It can be hard to tell an adult about bullying. Some kids worry that they will be called a “tattletale.” 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 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: \_\_\_\_\_

Where did it happen: \_\_\_\_\_

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

_____ Size, weight or how you look	_____ Gender (because you are a boy or girl)
_____ How well you do in school	_____ Skin color
_____ Your religion or beliefs	_____ Other things

**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:**

*Enter details here; page will expand to fit your answer.*

**Did you see the event happen?**  Yes  No

**Who else saw what happened? Write their names here:**

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**Was an adult nearby? Who?**

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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: \_\_\_\_\_