



# OAKES PUBLIC SCHOOLS

## BULLYING REPORT FORM

**\*\*Before you fill this out, think about whether or not your situation fits the following:**

1. Is it one-sided? Only one side is completing the act.
2. Is there an imbalance of power? Physical, emotional, or social.
  3. Was the act done on purpose?
  4. Has it happened more than once?

**Please fill out the following information:**

**Person Reporting Bullying** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

**Who is being bullied?** \_\_\_\_\_

**Who is doing the bullying?** \_\_\_\_\_

**Did anyone else see the bullying?** yes no **If yes, who?** \_\_\_\_\_

**What type of Bullying is happening? (check all that apply)**

Called mean names      Excluded (left out)      Threatened  
Teasing      Made fun of      Hitting or kicking  
Told lies/spread rumors      Took/damaged something      Cyber-bullying (online/email/text)

**What did the bully/bullies say or do?**

\_\_\_\_\_  
\_\_\_\_\_

**Where did the bullying happen?**

Hallway      Lunchroom      On the bus      Classroom      Playground  
Bathroom      Online

**How many times has the bullying happened?** 1 2 3 More than 3 times

**Have you filed a Bullying Report before?** yes no

**Have you told an adult/teacher about the bullying that is happening?** yes no **If yes, who?** \_\_\_\_\_

**If yes, what did the adult/teacher say to do?**

\_\_\_\_\_  
**Did it help?** yes no

**When the bullying happened, did you say or do anything back to the bully?**

yes no

**If so, what?** \_\_\_\_\_

**\*\*Please turn this form into the counselor, principal, or a teacher.**

# INVESTIGATION REPORT

Investigated by: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

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

\_\_\_\_ Found grounds to substantiate the report as a bully incident  
Incident was: \_\_\_\_ Verbal \_\_\_\_ Physical \_\_\_\_ Social \_\_\_\_ Written or Electronic

\_\_\_\_ Did not find grounds to substantiate the allegations.

\_\_\_\_ Did not find enough information to make a judgement on the allegations.

Summary of investigation, findings, and disciplinary action:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Contacted: \_\_\_\_ Yes Date: \_\_\_\_\_ \_\_\_\_ No

Signature of Investigator/Title: \_\_\_\_\_ Date: \_\_\_\_\_