

St. Francis Xavier School Incident Reporting Form

Name: _____

Everyone at St. Francis Xavier School is committed to making our school a safe and caring place for all students. As members of a Catholic Educational Faith Community, we will work to make our school a place where everyone is welcome and can study and play in an atmosphere of mutual respect.

Name of person allegedly being bullied: _____

Name of alleged bully: _____

I am a:

- Student
- School Employee
- Parent/Guardian
- Person Being Bullied
- Community Member
- Other

Type of Event (Check all that apply):

- Physical – Hitting, Kicking, Physical Aggression
- Verbal – Teasing, Name Calling, Put Downs
- Emotional – Starting rumors, Being excluded
- Cyber Bullying – Using an electronic medium to engage in bullying

Student(s) were targeted for bullying in the following place(s) (Check all that apply):

- Classroom
- Hallway
- Lunchroom
- Restroom
- Gym
- Playground
- Extracurricular Activity
- Other

Please describe the events (Be specific, include date, time, location):

Did you witness the incident?

- Yes
- No

List any other witnesses to the incident:

For Office Use Only:

Specific Concerns: (Check all that apply)

- Physical injury
- Damaged clothing/property
- Fear of retaliation
- Emotional needs
- Other (describe)

Action Taken: (Check all that apply)

- Referred to the teachers for coaching
- Notify parent(s)
 - Home/School communication form
 - Phone
 - Conference
- Referred to the office for immediate attention

Teacher of alleged bullied Child/Childern: _____

Teacher of Child/Children who allegedly bullied: _____