

UGCS Bullying Incident Reporting Form

Date of Incident: _____ Time of Incident: _____ Repeat Infraction? Yes/No

Location of Incident: (Give building and room or describe other location, or locations)

Name of victims:

Name of student(s) bullying:

Type of Bullying:

- Physical: Result in injury? Yes/No
- Cyber
- Verbal
- Relational
- Reported to School? Yes/No Reported to Police? Yes/No

Behaviors: (circle all that apply)

Shoved/pushed	Hit, Kicked, Punched	Threatened
Taunted/Ridiculed	Intimidation/Extortion	Stolen/Damaged Possessions
Inappropriate touching	Sexual Comments	
Cyber-bullying: texts	Cyber-bullying: emails	Cyber-bullying: web-sites
Other:		

Reported to school by: (circle one)

Teacher Student Bystander Victim/Target Parent Anonymous

Other:

Description of Incident:

(Continues on reverse)

Physical Evidence available:

Notes

Email

Graffiti

Video/Audio

Website

Other:

ADMINISTRATIVE USE ONLY:

Actions Taken:

- Consequences: _____

- Remediation:

- Parent Contact: Date _____ Time _____
- Person making contact: _____

- Result: _____

Today's Date: _____ Reported by: _____

Signature: _____

Union Grove Christian School exists to assist parents in the bringing up of their children in a Christian environment, encouraging them to maintain proper relationships with authorities and peers. Parents expect their students to be in an environment that is safe, that is respectful, and where students are encouraged to see relationships as an extension of their relationship with Christ. At Union Grove, we will not tolerate behavior that infringes on the safety or health, physical or mental, of others.

a. Definitions:

Key components:

- i. Repeated – The “target” has been attacked more than once.
- ii. Imbalance of power – One individual has some type of power advantage over another.
- iii. Purposeful – a clear intent to harm exists.

b. Forms (Each would include the three key components):

- i. Physical – This action can be pushing, shoving, hitting, kicking, etc. to another person or to his property.
- ii. Cyber – Cyber-bullying involves harassment and intimidation of a person through the use of technology (email, social networking, instant messaging, texting, etc.).
- iii. Verbal – This action involves threatening, taunting, ridiculing, and possibly gesturing.
- iv. Relational – This action may involve other forms, but the intent is to damage an individual’s relationships with others.

c. Reporting (Incident Reporting Forms are available on the website and in the school office):

- i. Students or parents may report directly to a teacher or principal.
- ii. Students may complete a complaint form (as the victim or as a witness) and submit it to a teacher or at the principal’s office.
- iii. Students or parents may email a report, with a description of the bullying activity and witnesses, to the area principal.
- iv. Teachers who observe behavior that meets the criterion for bullying should report information to the area principal. The principal may be aware of a pattern that the teacher would not know.

d. A hardcopy file of these reports will be maintained in the principal’s office and will follow the student as they proceed from one school division to the next.

e. The principal will communicate with teachers to make them aware of any student situations that warrant special attention during daily supervision.

f. Anonymous reporting that excludes specific details or witnesses will raise administrative awareness, but will not be acted upon unless clear evidence is available to corroborate the report.

g. Jurisdiction:

- i. Union Grove will not tolerate acts of bullying occurring on school property, at school-sponsored activities (on or off school grounds), or on school transportation.

- h. Confidentiality:
 - i. As much as possible, all reports will be kept confidential.
 - ii. Limited disclosure may be necessary to complete a thorough investigation.
 - iii. Every effort will be made to protect the identity of the complainant and victim, but absolute confidentiality cannot be guaranteed.
- i. Consequences:

Based on the severity of the situation, students who are guilty of bullying will face the following disciplinary actions:

 - i. Meeting with administration
 - ii. Parent conference with follow-up counseling
 - iii. Detention
 - iv. In-school detention
 - v. Suspension with zeros
 - vi. Expulsion
 - vii. Other actions deemed beneficial by the administration