

# Lemont-Bromberek Combined School District 113A

## Bullying Incident Reporting Form

**Definition of Bullying:** A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students.

**Bullying involves:** A desire to hurt (typically with repetition) through: hurtful actions, a power imbalance, an unjust use of power, evident by the aggressor and a sense of being oppressed on the part of the victim.

**Procedures:**

1. A student of Lemont-Bromberek Combined School District 113A who believes he/she has been the subject of harassment, intimidation or bullying may report the incident to the Principal or designee using this form, available in the building offices and the district website.
2. Reports may be made anonymously and all reports will be investigated.
3. Retaliation against any person who reports an act of bullying is prohibited.
4. A student will not be punished for reporting; knowingly making a false accusation is considered bullying.
5. Consequences and/or restorative measures shall be determined by the Principal or designee.
6. The Principal or designee will maintain a record of each investigation regarding allegations of bullying.

1. Name of Reporter/Person Filing the Report: \_\_\_\_\_

*This line may be left blank if an anonymous report is being made*

2. Check whether you are the:      Person being bullied \_\_\_\_\_      Reporter of bullying \_\_\_\_\_

3. Check whether you are a:      Student \_\_\_\_\_      Staff (specify role) \_\_\_\_\_  
   Parent \_\_\_\_\_      Other \_\_\_\_\_

4. Oakwood \_\_\_\_\_      River Valley \_\_\_\_\_      Old Quarry \_\_\_\_\_      Grade \_\_\_\_\_

**5. Information about the Incident:**

Name of person being bullied: \_\_\_\_\_

Name of person who engaged in bullying behavior: \_\_\_\_\_

Date(s) of Incident(s): \_\_\_\_\_

Time when Incident(s) occurred: \_\_\_\_\_

Location of Incident(s) (Be as specific as possible) \_\_\_\_\_

**6. Witnesses** (List people who saw the incident or have information about it):

Name: \_\_\_\_\_ Student \_\_\_\_\_ Staff \_\_\_\_\_ Other \_\_\_\_\_

Name: \_\_\_\_\_ Student \_\_\_\_\_ Staff \_\_\_\_\_ Other \_\_\_\_\_

Name: \_\_\_\_\_ Student \_\_\_\_\_ Staff \_\_\_\_\_ Other \_\_\_\_\_

**7. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used).**

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