



Name of School _____ Date _____

Safe School Climate Employee Report Form

Bullying is the repeated use by one or more students of a written, verbal, or electronic communication or a physical act or gesture directed at another student that, 1) causes physical or emotional harm or damage to another student's property, 2) places a student in reasonable fear of harm or of harm to his or her property, 3) creates a hostile environment for a student, 4) infringes on the rights of a student or, 5) substantially disrupts the education process or orderly operation of a school.

My name is (Required): _____

This report is a result of Student reported incident Parent/Guardian reported incident
 Witnessed incident Anonymous Report

Name of targeted student _____

Grade of child targeted _____

Name of person(s) being mean _____

Name(s) and grade(s) of student(s) involved if known _____

Is the targeted student willing to talk to someone in the school? Yes No I don't know

Date of incident (or dates of multiple incidents) _____

Location of Incident(s): _____

When is this happening? Before/After School

During school (class/time) _____

Names of witness who can provide more information regarding your report? _____

Have there been previous incidents? Yes No I don't know

Were these incidents reported to school employees? Yes No I don't know

If "yes", to whom was it reported and when? _____

How was it reported? Verbal Written



In the space below, describe the incident. Include details and information about the incident, participants, background to the incident, and any attempts you have made to resolve the problem:

In the space below, describe the actions you took to address the issue:

I certify that the above information and events are accurately depicted to the best of my knowledge.

Signature of Reporter

Date Submitted

Received By

Date Submitted