



Saint John School Bullying Reporting Form

Saint John School expects all members of the school community to treat each other in a civil manner and with respect for differences. The school does not tolerate bullying or retaliation in school buildings, on school grounds, or at school-related activities. All staff members who witness or become aware of bullying or retaliation by any student or staff member must inform the Head of School/Principal or his/her designee immediately. This form may be used for reporting bullying or retaliation. The Head of School/Principal or his/her designee will investigate all reports of bullying and retaliation and will take prompt action to end the conduct and restore the target's sense of safety.

1. Name of Report/Person Filing Report: (Please Print) _____

(Note: Under the Bullying Prevention Act, disciplinary action may not be taken against an alleged aggressor solely on the basis of an anonymous report.)

Title: _____

Telephone: _____

Signature: _____ Date: _____

2. Please check whether you are: Target of the Bullying or Retaliation Reporter (not the target)

3. Please check whether you are a: Student Parent Faculty/Staff Member

4. Please include the name of any witness(es):

(person(s) who saw the bullying or retaliation or have information about it)

5. Name of Target (of behavior):

6. Name of Aggressor (Person who engaged in the behavior):

7. Dates(s) of Incident(s):

8. Time When Incident(s) Occurred: _____

9. Location of Incident(s) (be as specific as possible):

10. Please describe the details of the bullying or retaliation you experienced, saw or heard about (including the names of all people involved, what occurred, and what each person did and said, including the words used) along with what each witness experienced, saw or heard. Please use additional space on back if necessary.

Under state and federal law, the school may NOT disclose specific disciplinary procedures instituted against students, including the aggressor, to third parties, including the target's parents/guardians, unless such disciplinary procedures constitute a "stay away" order or other directive that the target and his/her parent/guardian must be aware of in order to report violations. The school will maintain records of all bullying or retaliation investigations, and the results of such investigations in accordance with the Bullying Prevention Act and related regulations.