

# "I'm Gonna Write That Down" Bullying Incident Report

Horizon Elementary School

**Your Name** \_\_\_\_\_ (Note: If someone is hurt or inappropriate language is used please notify teacher immediately.)

**Date of incident** \_\_\_\_\_ approximate **time of incident** \_\_\_\_\_

**Place:** Where were you? Please, write down the place where this happened. (Please, be specific: example could be playground plus describing the area or place. Describe things that can be seen in the area as specific as possible, like near bench or behind gym entrance doors.)

\_\_\_\_\_.

**Who** is doing the bullying? Write names of the person or persons who are causing this problem.

\_\_\_\_\_.

**Who else** witnessed the bullying? Write down the names of all bystanders you can remember who witnessed this situation.

\_\_\_\_\_.

**What happened?** Write down what was said or done that was hurtful, mean, or anything that tells what happened in this situation. Please, be as specific as possible. If inappropriate words were used, use the first letter and dashes for the rest of the letters in the word. Write on back if you need more space.

\_\_\_\_\_.

\_\_\_\_\_.

**Your reaction:** Please, write down how you reacted to the situation. Write down what you said or did in response.

\_\_\_\_\_.

Please, ask bystanders to sign this form.

\_\_\_\_\_

Please, sign your name here & submit to your teacher.

\_\_\_\_\_