Lord Aylmer Elementary School
Violence – Bullying Incident Report Form

Referred by: Student's Name or Parents Name	Date:
Referred by Staff Member:	

PART A: Reason For Referral
Names of the person(s) hurt. "Who was being harmed?"
Name(s) of the other person(s) "Who did the harm?"
Names of the other people who were there:

PART B: Concern(s)
When did these event(s) occur? Date: _____ Time: _____ Where did this/these event(s) occur? _____

PART C: Reason for the Referral: Type of Bullying/Violent Behaviours

☐ I/someone was called mean names
☐ Lies and/or false rumours were purposely told about me/someone
☐ I/someone was hit, kicked, punched, etc…
☐ The person made comments about my/someone's race and/or other discriminatory/racist comments
☐ The person made comments about my/someone's gender identity/sexual orientation
☐ The person sexually assaulted, sexually exploited, and/or sexual harassed me/someone else
☐ The person made comments about me/someone's exceptionality
☐ I/someone was threatened
☐ The person took/damaged my/someone's possessions
☐ The person used the internet/texting/technology to harm me/someone
☐ I/someone was feeling left out

☐ Other (please explain below)

Explain in more detail the incident(s) that occurred:

Who would you like to speak to? _____

PART D: Investigation Revealed (to be completed by the Principal/Principal designate)

PART E: CONSEQUENCES/INTERVENTIONS (at the discretion of the administration):
☐Called Home: Victim
☐Called Home: Bystander
☐Called Home: Perpetrator
☐Suspended
☐Detention
☐Ad Hoc Requested
☐Assigned Counsellor
☐Books/Cubby Organized
☐Remediation/Tutoring Plan Set-Up
☐Parent/Student/Admin Meeting
☐Letter/email mailed home
☐Police were contacted
☐Called Home
☐Other_____

PART F: Inputted into Discipline Record/iGPI/ISM under the perpetrator(s) Name(s) YES (   )
Person inputted the information _____
INTERVENTION CONDUCTED BY: _____