ORCHARD LAKE MIDDLE SCHOOL INCIDENT REPORT FORM

After completing this form, please return it to the office. This report will be investigated within 24 hours. If you fear that a student is in immediate danger, please call Mr. Long at 248-865-4480.

Person Reporting Incident		Today's Date	
Pleas	se review the chart below to deter	mine if this incident is CONFLIG	CT or BULLYING.
	Normal Peer Conflict	Bullying	
	Equal power or friends	Imbalance of power; not friends	
	Happens occasionally	Repeated negative actions	
	Accidental	Purposeful	
	Not serious	Serious with threat of physical or emotional harm	
	Equal emotional reaction	Strong emotional reaction from vand little or no emotional reaction bully	• • • • • • • • • • • • • • • • • • •
	Not seeking power or attention	Seeking power, control, or mater things	ial
	Not trying to get something	Attempt to gain material things of power	or
	Remorse – will take responsibility	No remorse – blames victim	
	Effort to solve the problem	No effort to solve problem	
	I this incident was (check one box) I? Please list first and last names.	: □ CONFLICT	□ BULLYING
	(check	cone) □Friend □Victim □Bysta	nder (Witness) □Bully
	(check	cone) □Friend □Victim □Bysta	nder (Witness) □Bully
	(check	cone) □Friend □Victim □Bysta	nder (Witness) □Bully
	(check	cone) □Friend □Victim □Bysta	nder (Witness) □Bully
	(check	cone) □Friend □Victim □Bysta	nder (Witness) □Bully
	(check	cone) □Friend □Victim □Bysta	nder (Witness) □Bully
Where did the inc	ident happen? Check all that apply	<i>.</i>	
	l bus □Gym locker room □Bathroom □Cafeteria		
□Hallway □Classroom (teacl	□Electronically (online or cell ner's name)	phone) After :	school activity
When did the inci	dent occur? Check all that apply.		
□Before school □During class (tea	□Between classes cher's name)	□After school □Lunch	time

What best describes the incident? Check all that apply.

☐Teasing ☐Intimidation ☐Physical Violence ☐	Social Exclusion Theft			
□Spreading False Rumors □Religious, racial or ethi	nic slurs □Sexual Harassment			
☐Threats ☐Public Humiliation ☐Stalking ☐	Cyberstalking, cyberbullying			
Please describe what happened.				
FOR OFFICE USE ONLY				
Date Received:	Dates of Investigation:			
Investigated by:	Outcome (circle one): CONFLICT BULLYING			
INVESTIGATION				
What actions were taken to investigate this incident?	(chaosa all that apply)			
_				
	nterviewed alleged offender			
	Witness statements collected in writing			
	Followed up with (victim) student's parents/guardians			
	Followed up with (accused) student's parents/guardians			
☐Refer to administrator				
Notes:				
Trotes.				
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