

Hadley Junior High School and Philemon Wright High School
Bullying and/or Violent Incident Referral Form

Referred by Student (optional) Name or Parent Name:	Date of Referral:
Referred by Staff Member:	

PART A:		
Names of Victim(s) “Who was being harmed?”	Names of Alleged Perpetrator(s) “Who did the harm?”	Names of Potential Bystander(s)/Witness(es) “Who saw/heard what happened?”

PART B:
When did this these events occur?
Date: _____ Time: _____
Where did these events occur?

PART C:	√
Reason For Referral: Type of Bullying/Violent Behaviours	
The Victim was Called Mean Names	
Lies and/or False Rumours were Purposely Told about the Victim	
The Victim was Hit, Kicked, Punched, etc...	
The Perpetrator Made Inappropriate Racial Comments and/or Sexual Comments	
The Victim was Threatened	
The Perpetrator Took/Damaged the Victim’s Possessions	
The perpetrator used the Internet/Texting/Technology to Harm the Victim	
Explain in more detail the incident(s) that occurred:	

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PART D:

To be completed by Administrator:

INVESTIGATION REVEALED:

PART E:

CONSEQUENCES

To be completed by Administrator:

- Contacted Parent/Guardian: Victim
- Contacted Parent/Guardian: Bystander
- Contacted Parent/Guardian: Perpetrator
- Assigned Counsellor/Counselling
- Letter Mailed Home
- Ad Hoc Requested
- Suspended
- Restorative Meetings with Parties Involved
- Parent/Student/Admin Meeting
- Police Were Contacted/ Involved
- Other _____

CONSEQUENCES

To be completed by Administrator:

Explanation(if needed):

PART F:

Inputted into GPI under the Perpetrators Names YES []

GPI Code Used: _____

Date Inputted into GPI: _____

Person Inputted Into GPI: _____

Administrator Signature: _____

Date: _____