

Reporting Incidents of Bullying, Harassment and Discrimination

We believe a student's right to feel safe in school is paramount and contributes significantly to their capacity for learning and social development. Fenwick is committed to creating an environment that is free of discrimination, violence and bullying.

Currently, Fenwick has a protocol for reporting major incidents of bullying, harassment, sexual harassment or discrimination that occur within the Fenwick Community. It is our belief that these types of events sometimes go unreported because students, for a number of reasons, may not be comfortable reporting the incident, or don't know where to report these types of incidents. In our on-going effort to maintain a safe learning environment for all of our students, Fenwick has developed an Incident Report Form which can be completed and returned electronically to start the process or a student may report the incident in person to any Dean of Students, School Counselor, the Associate Principal for Student Services and/or the Principal. When a report is received by school personnel either electronically or in-person the incident will be investigated and responded to accordingly.

It is important for all to understand that reporting incidents of bullying, harassment, sexual harassment and discrimination is a vital step to keeping Fenwick a safe place. Reporting incidents in a timely manner with as many details as possible is also an integral piece to the process. Anyone reporting an incident will remain confidential with the Fenwick Administration as well.

Below is the incident report form. The completed form can be emailed to deansoffice@fenwickfriars.com or directly to any Dean of Students, Counselor, the Associate Principal for Student Services, and/or the Principal. A hard copy can also be given directly to any of these people as well.

INCIDENT REPORT

Your Name _____ Date _____ Time of Report _____

1. Who is doing the harassing? (first and last name if possible)

2. What happened? (circle one all that apply)

Verbal (name calling)

Physical (hitting/touching)

Non-Verbal/Written (text, social media)

3. When did the harassment happen? (day or date) _____

4. Where did it happen? (circle one or more)

Classroom hallway bus cafeteria gym/locker room bathroom outside other _____

5. Was there a threat made? (circle one) yes no

If you answered yes to #5, describe the threat:

6. Were there any witnesses? (first and last names if possible)

7. How many times did it happen? (circle one) once more than once

8. Have you ever, before now, reported this to any adult in the school? (circle one) yes no

If you answered YES to #8, to whom did you report it? _____

When did you report it? _____

9. Describe the harassment (if necessary attach a separate document)

10. Did you say or do anything to the harasser before or after the incident? If so, explain.
