BULLYING, HARASSMENT OR INTIMIDATION REPORTING FORM

Directions: Bullying, harassment, or intimidation are serious and will not be tolerated. This is a form to report alleged bullying harassment, or intimidation that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school*, in the current school year. If you are a student victim, the parent/guardian of a student victim, or a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged bullying harassment, or intimidation, complete this form and return it to the Principal at the student victim’s school. Contact the school for additional information or assistance at any time.

Bullying, harassment, or intimidation means intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication, that: (I) creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance; or with a student’s physical or psychological well-being and is: 1. motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attribute, socioeconomic status, familial status, or physical or mental ability or disability; or 2. threatening or seriously intimidating; and (II) 1. occurs on school property, at a school activity or event, or on a school bus; or 2. substantially disrupts the orderly operation of a school. Electronic communication means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager.

Today’s date: _____ / _____ / ______

School: ____________________________________________

School System: _____________________________________

PERSON REPORTING INCIDENT

Name: ______________________________________________

Telephone: ___________________________ E-mail: ________________________________

Place an X in the appropriate box:

☐ Student       ☐ Student (Witness/Bystander) ☐ Parent/guardian ☐ Close adult relative

☐ School Staff

1. Name of student victim: __________________________________________ Age: ______

(Please print)

2. Name(s) of alleged offender(s) (If known): Age School

________________________________________ Age ______ School (if known)

________________________________________________________________________

Is he/she a student?

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

3. On what date(s) did the incident happen?:

_____/_____/_______  ____/_____/_______  ____/_____/_______

Month Day Year Month Day Year Month Day Year

4. Place an X next to the statement(s) that best describes what happened (choose all that apply):

☐ Any bullying, harassment, or intimidation that involves physical aggression
☐ Getting another person to hit or harm the student
☐ Teasing, name-calling, making critical remarks, or threatening, in person or by other means
☐ Demeaning and making the victim of jokes
☐ Making rude and/or threatening gestures
☐ Excluding or rejecting the student
☐ Intimidating (bullying), extorting, or exploiting
☐ Spreading harmful rumors or gossip
☐ Electronic Communication (specify) __________________________________________
☐ Other (specify) ___________________________________________________________
5. Where did the incident happen (choose all that apply)?

- ☐ On school property
- ☐ At a school-sponsored activity or event off school property
- ☐ On a school bus
- ☐ On the way to/from school*

*Will be collected unless specifically excluded by local board policy

6. What did the alleged offender(s) say or do? __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

(Attach a separate sheet if necessary)

7. Why did the bullying, harassment or intimidation occur? __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

(Attach a separate sheet if necessary)

8. Did a physical injury result from this incident? Place an X next to one of the following:

- ☐ No
- ☐ Yes, but it did not require medical attention
- ☐ Yes, and it required medical attention

9. If there was a physical injury, do you think there will be permanent effects?  ☐ Yes  ☐ No

10. Was the student victim absent from school as a result of the incident?  ☐ Yes  ☐ No
    If yes, how many days was the student victim absent from school as a result of the incident?  _______

11. Did a psychological injury result from this incident? Place an X next to one of the following:

- ☐ No
- ☐ Yes, but psychological services have not been sought
- ☐ Yes, and psychological services have been sought

12. Is there any additional information you would like to provide? __________________________________________
    __________________________________________
    __________________________________________
    __________________________________________
    __________________________________________
    __________________________________________

(Attach a separate sheet if necessary)

Signature: ________________________________  Date: ____________________