

BULLYING, HARASSMENT OR INTIMIDATION REPORTING FORM

Directions: Bullying, harassment, and intimidation are serious and will not be tolerated. This is a form to report alleged bullying, harassment, or intimidation that occurred during the current school year on school property, at a school-sponsored activity or event off school property, on a school bus, on the way to and/or from school*, or on the internet-sent on or off school property; or that substantially disrupted the orderly operation of the school. Bullying, harassment and intimidation includes any intentional conduct, including verbal, physical or written conduct, or an intentional electronic communication, that 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.

Definitions:

- 1. **Bullying** – A pattern or behavior when a person repeatedly uses power in an intentional manner, including verbal, physical, or written conduct or intentional electronic communication against one or more students.
- 2. **Cyberbullying** – The use of electronic communication to harm or harass others in a deliberate, repeated, and hostile manner.
- 3. **Harassment** –Includes actual or perceived negative actions that offend, ridicule, or demean another individual with regard to race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, physical or mental ability, or disability.
- 4. **Intimidation** – subjecting an individual to intentional action that seriously threatens and induces a sense of fear and/or inferiority.

Conduct that is of a sexual nature is generally thought to mean actions, language or visual materials which specifically refer to, portray or involve sexual activity or language. Conduct of a sexual nature may include overt sexual solicitations, inappropriate touching, sexual jokes, and inquiries about a person's sex life. Sexual harassment is the broader term that encompasses conduct of a sexual nature such as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. Sexual harassment also includes acts that are not overtly sexual but rather are directed at individuals based on their gender such as profanity or rude behavior that is gender-specific.

If you are a student, the parent/guardian of a student, a close adult relative of a student, 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. You may contact the school for additional information or assistance at any time.

(PLEASE PRINT ALL INFORMATION)

Today's date: _____ / _____ / _____
Month Day Year

School: _____

School System: _____

PERSON REPORTING INCIDENT	Name: _____
Telephone: _____	E-mail: _____
Place an X in the appropriate box: <input type="checkbox"/> Student <input type="checkbox"/> Parent/guardian of a student <input type="checkbox"/> Close adult relative of a student <input type="checkbox"/> School Staff <input type="checkbox"/> Bystander	

1. Name of alleged student victim: _____ Age: _____ School _____

2. Name of alleged witness(es) (if known):

_____	Age: _____	School _____
_____	Age: _____	School _____
_____	Age: _____	School _____

3. Name(s) of alleged offender(s) (if known):

_____	Age _____	School _____	Is he/she a student?
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

Month / Day / Year Month / Day / Year Month / Day / Year

5. 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 (specify)
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, extorting, or exploiting
Spreading harmful rumors or gossip
Related to the student's disability
Related to the student's perceived sexual orientation
Cyber bullying (e.g. social media including Facebook, Twitter, Vine, Snapchat, Periscope, kik, Instagram, etc.)
Electronic communication (e.g. email, text, sexting, etc.)
Gang related
Gang recruitment
Human trafficking/Prostitution recruitment
Racial Harassment
Sexual Harassment
Sexual in nature
Other (specify)

6. Where did the incident happen (choose all that apply)?

- On school property
On a school bus
At a school-sponsored activity or event off school property
On the way to/from school*
Via Internet- sent off school property
Via Internet- sent on school property

*Will be collected unless specifically excluded by local board policy

7. Describe the incident(s), including what the alleged offender(s) said or did.

(Attach a separate sheet if necessary)

8. Why did the bullying, harassment or intimidation occur?

(Attach a separate sheet if necessary)

9. 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

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

11. 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?

12. 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

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

(Attach a separate sheet if necessary)

Signature: Date: