

STUDENT 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 (even off campus), in the current school year. If you are a student victim, the parent/guardian of a student victim, 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 or designee at the student victim's school. Contact the school for additional information or assistance at any time.

Definitions:

Bullying – any deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is repeated over time.

Harassment – any behavior motivated by an actual or perceived distinguishing characteristic protected under state or federal law, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Intimidation – means to frighten into submission, veiled threats, compliance, or acquiescence and/or implying the presence or operation of a fear-inspiring force, communication including frequent face-to-face contact, electronic mail, social media or phone calls.

PERSON REPORTING INCIDENT	Name: _____	Date _____
Telephone: _____	E-mail: _____	
Place an X in the appropriate box:		
<input type="checkbox"/> Student	<input type="checkbox"/> Student (witness/bystander)	<input type="checkbox"/> Parent/Guardian
<input type="checkbox"/> Other _____	<input type="checkbox"/> School Staff	

1. Name of student victim: _____ Age: _____

2. Name(s) of alleged offender(s) (if known): (Please Print)	Age	School (if known)	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

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

____/____/____ Month Day Year	____/____/____ Month Day Year	____/____/____ Month Day Year
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4. Where did the incident happen (Place an **X** by 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

DETAILS regarding location:

5. What did the alleged offender(s) say or do (Attach additional paper, if necessary)?

6. Name(s) of witness(es): (Please Print)

Is he/she a staff member?

Yes No
 Yes No
 Yes No

7. Why do you believe the bullying, harassment or intimidation occurs (Attach additional paper, 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. Please place an X next to the statement(s) that best describes what happened and frequency on the line after statement (choose all that apply):

- Name-calling, making direct or veiled threats or by other means: _____
 Demeaning and making the victim of jokes: _____
 Making rude and/or threatening gestures: _____
 Intimidating (bullying), extorting, or exploiting: _____
 Spreading harmful rumors or gossip: _____
 Electronic Communication (specify) _____
 Other (specify) _____

10. How did you respond to the offender'(s') bullying, harassment, and/or intimidation (attach more paper, if needed)?

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? _____

By signing this report form, I attest that all information on this form is accurate to the best of my knowledge and I understand the serious nature of this report. By signing this report form, I understand and agree to be contacted by school, local, state or federal authorities to assist in the matters of this report. Furthermore, I am well intentioned in completing this form and understand disciplinary action, up to and including a recommendation for termination of my employment, if it is evident this document has been completed with less than honorable intentions.

This matter has been reviewed and has been found substantiated unsubstantiated

Signature of Investigating Personnel

Date Completed