

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 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: _____

Select 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): (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

4. Select the statement(s) that best describes what happened (chose 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
 - On a school bus
 - At a school-sponsored activity or event off school property
 - 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? Select one of the following:
 No Yes, but it did not require medical attention Yes, and it required medical attention

9. 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? _____

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

(Attach a separate sheet if necessary)

Name: _____ Date: _____