

BULLYING, HARASSMENT OR INTIMIDATION REPORTING FORM

Directions:

The Bullying, Harassment or Intimidation Reporting Form should be used to report alleged incidents of 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 through electronic communication on or off school property. School staff will address incidents that occur at school or have a connection or nexus back to the school setting that create a risk of harm to other students while they are at school or interfere with the educational environment.

If you are a student, the parent/guardian or caregiver of a student, a close adult relative of a student, a school staff member, or a bystander and wish to report an incident of alleged bullying, cyberbullying, harassment, or intimidation, please complete this form and return it to the school principal.

You may contact the school for additional information or assistance at any time. (Bullying, cyberbullying, harassment, and intimidation definitions are provided below.)

Definitions:

Bullying*– is unwanted, demeaning behavior among students that involves a real or perceived power imbalance. The behavior is repeated, or is highly likely to be repeated, over time. In order to be considered bullying, the behavior must be intentional and include: 1) *An imbalance of power* (students who bully use their physical, emotional, social, or academic power to control, exclude, or harm others), and 2) *Repetition* (bullying behaviors happen more than once or are highly likely to be repeated based on evidence gathered).

Cyberbullying*– is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through texting, apps, or online via social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or hurtful content about another student. It can include sharing personal or private information about someone else causing embarrassment or humiliation.

Harassment – includes actual or perceived negative actions that offend, ridicule, or demean another student with regard to race, ethnicity, national origin, immigration status, family/parental or marital status, sex, sexual orientation, gender identity, gender expression, religion, ancestry, physical attributes, socioeconomic status, physical or mental ability, or disability.

Intimidation – is any communication or action directed against another student that threatens or induces a sense of fear and/or inferiority. Retaliation may be considered a form of intimidation.

(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: Student Parent/guardian of a student Close adult relative of a student School Staff
 Bystander

1. Name of alleged targeted student(s):

_____	Age: _____	Days absent as a result of the incident: _____
_____	Age: _____	Days absent as a result of the incident: _____
_____	Age: _____	Days absent as a result of the incident: _____

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

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

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

_____	Age _____	School _____	Is he/she a student?
_____	Age _____	School _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	Age _____	School _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	Age _____	School _____	<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
- Cyberbullying (social media, text messages, etc.)
- Getting another person to hit or harm the student
- Teasing, name-calling, making critical remarks, or threatening the student, in person or by other means
- Demeaning or making the student the victim of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Intimidating, extorting, exploiting the student
- Actions/comments related to the student's disability
- Actions/comments related to the student's academic performance
- Other: (Please Specify) _____
- Actions/comments related to the student's perceived sexual orientation
- Actions/comments related to the student's physical appearance
- Gang related/gang recruitment
- Human trafficking/prostitution recruitment
- Gender identity harassment
- Racial/ethnic harassment
- Sexual harassment
- Actions/comments of a sexual nature
- An act or threat of retaliation
- Spreading hurtful rumors or gossip

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

- On school property (please specify location) _____
- On the way to/from school*
- On a school bus
- During virtual learning
- At a school-sponsored activity or event off school property
- Off school property or at a school-sponsored activity or event
- Digital device on school property
- Digital device off school property
- Other (please specify): _____

*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, cyberbullying, harassment and/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 alleged targeted student absent from school as a result of the incident? Yes No
If yes, how many days was the alleged targeted student 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:** _____

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 Coordinator (employees/adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

CCPS provides nondiscriminatory equal access to school facilities in accordance with its Use of Facilities rules to designated youth groups (including, but not limited to, the Boy Scouts).
Charles County Public Schools
Jesse L. Starkey Administration Building
P.O. Box 2770
La Plata, Maryland 20646