**BULLYING/HARRASSMENT INCIDENT REPORT**

Oklahoma School Security Act (70 O.S. § 24-100.3) requires each district to “…adopt a policy for the control and discipline of all children attending public school in that district, and for the investigation of reported incidents of harassment, intimidation, bullying, or threatening behavior.” This report form will assist districts in collecting reported incidents of such behavior.

**REPORTING PERSON INFORMATION (OPTIONAL):**

Name:  
Relationship:  
Phone #:  Email:  

**INCIDENT DETAILS:** Please provide as much information as possible.

**Date:**  
**Time:**  
**Room or Location:**  

**Student Affected:**  
**Grade:**  
**Class:**  

**Student Initiating Harassment/Bullying:**

**Grade:**  
**Class:**  

**Witness:**  

**Type of Alleged Harassment**  
Racial  
Sexual  
Religious  
Other  
__________________________________  

Is this a repeated offense? Yes  
No, this is a one-time incident  

If you checked any item and you are not receiving assistance from your district, contact the US Department of Education’s Office of Civil Rights to file a complaint.

Check all the spaces below that apply. Inappropriate behaviors include:

**Gesture, written, or verbal expression**  
**Verbal Fight**  
**Written or Verbal Threat**  
**Written Note**  
**Written or Verbal Rumors**  

**Physical Act**  
**Physical Fight**  
**Other**  

**Electronic Communication**  
Please identify component used:  
**Cell Phone**  
**Audio/Visual Image**  
**Instant Message**  
**Email**  
**Gaming**  
**Social Networking**  
**Blog**  
**Other**  

**Damage to Student’s Property**  
**Property Damage**  
**Other**  

**Seclusion**  
**Embarrassing the student**  
**Other**  

**Physical Injuries**  

**Stolen or Missing Property**
| Reasonable Fear of Harm to Person or Property | Fear of Harm to Person □ | Other □ ________________ | Fear of Harm to Property □ |
| Disrupt or interfere with school’s educational mission or the education of the student | Changes in attendance: absences, tardies, □ | Missing class/parts of school day □ | Avoidance of elements: lunch, bus, recess □ | Other □ ________________ |
| | Changes in grades □ | Changes in participation of school activities □ | |

Additional Details of Incident:

Physical Evidence:
- Graffiti □
- Notes □
- Email □
- Websites □ ________________
- Video/Audiotape □
- Other □ ________________

Was the affected student absent from school as a result of the incident? Yes □ No □

What was the reason?

How many days?

Has a complaint relevant to this incident been filed before?

Where: ________________ When: ________________ With Whom: ________________

I AGREE THAT ALL THE INFORMATION IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.

Signature (optional):

Date: