



**ARCHDIOCESE OF BALTIMORE**  
THE DEPARTMENT OF CATHOLIC SCHOOLS  
320 CATHEDRAL STREET, BALTIMORE, MD 21201

**BULLYING, HARASSMENT OR INTIMIDATION REPORTING FORM**  
Updated July 1, 2018

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.

Discrimination and harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

*"Bullying, harassment, or intimidation"* means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication, that:

- A. 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:
  - 1. Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or
  - 2. Is sexual in nature; or
  - 3. Is threatening or seriously intimidating; and
- B. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

*Electronic technology* means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.

*Retaliation* means an act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct).

*This is an electronic form click in the gray shaded fields to begin typing*

Today's date: \_\_\_\_\_ School: \_\_\_\_\_  
                  Month Day Year

**PERSON REPORTING INCIDENT**

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Reporter is a:  Student  Parent/Guardian  Close adult relative  School staff

1. Name of student victim: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

2. Name(s) of alleged offender(s) (If known): \_\_\_\_\_

Name	Age	School (if different)	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. Names of witness(es) (if known):

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):

- |   |  |
|---|--|
| <input type="checkbox"/> Hitting, kicking, shoving, spitting, hair pulling, or throwing something | <input type="checkbox"/> Intentional damage to personal property |
| <input type="checkbox"/> Getting another person to hit or harm the student                        | <input type="checkbox"/> Electronic Communication (Specify)      |
| <input type="checkbox"/> Teasing, name-calling, making critical remarks                           | <input type="checkbox"/> Other (specify)                         |
| <input type="checkbox"/> Demeaning language   | <input type="checkbox"/> Spreading harmful rumors or gossip      |
| <input type="checkbox"/> Making rude and/or threatening gestures                                  |  |
| <input type="checkbox"/> Excluding or rejecting the student                                       |  |
| <input type="checkbox"/> Threats, extortion or exploitation                                       |  |

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

- On school property  
     Location (e.g. classroom, playground)
- At a school-sponsored activity or event off school property
- On a school bus
- On the way to/from school
- Online
- Other (Specify): \_\_\_\_\_

7. What did the alleged offender(s) say or do?

8. Do you know why the bullying, harassment or intimidation occurred?

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

Reporter's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adult assisting, if any: \_\_\_\_\_