

# SMCPS BULLYING, HARASSMENT, OR INTIMIDATION REPORTING FORM

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 complete the following form below and submit it to your school's administrator.**

## BULLYING, HARASSMENT, OR INTIMIDATION REPORTING FORM

(PLEASE PRINT ALL INFORMATION)

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

<b>PERSON REPORTING INCIDENT</b>	Name: _____
Telephone: _____	E-mail: _____
Place an <b>X</b> in the appropriate box: <input type="checkbox"/> Student <input type="checkbox"/> Parent/guardian/caregiver of a student <input type="checkbox"/> Close adult relative of a student <input type="checkbox"/> School staff <input type="checkbox"/> Bystander	

### 1. Alleged Targeted Student(s)

Name:	Age:	Days absent as a result of the incident: (if known)

### 2. Alleged Offender(s) (if known)

Name	School: (if known)	Age: (if known)	Student: (Y/N)	Days absent as a result of the incident: (if known)

**3. Alleged Witness(es) (if known)**

Name	School: (if known)	Age: (if known)	Student: (Y/N)

**4. On what date(s) did the incident(s) 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):**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Actions/comments related to the student's race/ethnicity</li> <li><input type="checkbox"/> Actions/comments related to the student's national origin.</li> <li><input type="checkbox"/> Actions/comments related to the student's religion</li> <li><input type="checkbox"/> Actions/comments related to the student's sex</li> <li><input type="checkbox"/> Actions/comments related to the student's Immigration status</li> <li><input type="checkbox"/> Actions/comments related to the student's family/parental or marital status</li> <li><input type="checkbox"/> Actions/comments related to the student's socio-economic status</li> <li><input type="checkbox"/> Actions/comments related to the student's academic performance</li> <li><input type="checkbox"/> Actions/comments related to the student's perceived sexual orientation</li> <li><input type="checkbox"/> Actions/comments related to the student's gender expression</li> <li><input type="checkbox"/> Actions/comments related to the student's gender identity</li> <li><input type="checkbox"/> Actions/comments related to the student's disability</li> <li><input type="checkbox"/> Actions/comments related to the student's physical appearance</li> <li><input type="checkbox"/> Demeaning behavior to impress others</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Demeaning behavior just to be mean</li> <li><input type="checkbox"/> An act or threat of retaliation</li> <li><input type="checkbox"/> Gang related/gang recruitment</li> <li><input type="checkbox"/> Human trafficking/prostitution recruitment</li> <li><input type="checkbox"/> Any bullying, harassment, or intimidation that involves physical aggression</li> <li><input type="checkbox"/> Cyberbullying (social media, text messages, etc.)</li> <li><input type="checkbox"/> Teasing, name-calling, making critical remarks</li> <li><input type="checkbox"/> Demeaning or making the student the target of jokes</li> <li><input type="checkbox"/> Making rude and/or threatening gestures</li> <li><input type="checkbox"/> Excluding or rejecting the student</li> <li><input type="checkbox"/> Intimidating, extorting, exploiting the student</li> <li><input type="checkbox"/> Getting another person to target or demean the student</li> <li><input type="checkbox"/> Spreading hurtful rumors or gossip</li> <li><input type="checkbox"/> Racial/ethnic harassment</li> <li><input type="checkbox"/> Sexual harassment</li> <li><input type="checkbox"/> Other: (Please Specify) _____</li> </ul> |
|--|---|

**6. Where did the incident happen? (Place an X next to the statement(s); choose all that apply)**

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

**8. Why do you think the bullying, cyberbullying, harassment, and/or intimidation occurred?**

**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 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? \_\_\_\_\_

**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?**

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