



Forest Lake Area Schools Bullying Reporting Form

DEFINITION OF BULLYING: "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; **or**
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

HOW TO REPORT BULLYING:

Use this form to report bullying that occurred 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; on social media or through text message, during the current school year. You can also make a verbal report to a staff person in your building or program. However, providing a written report will help staff to understand and follow up on this report.

CONFIDENTIALITY:

You do not have to include your name on this form. However, a staff person may want to ask more questions about this, so including your name will help them follow up on this report. If you do include your name, an effort will be made to keep your name confidential. However, depending on the situation, some information may need to be shared with others as part of the investigation of this report. Also, please note that discipline decisions cannot be made solely on anonymous reports.

About You

Name *(optional)*: _____ Date: _____

I am *(choose one)*:

Student _____ Bystander _____ Parent/Guardian _____ Staff Member _____ Other: _____

Phone number *(optional)*: _____

Email address *(optional)*: _____

Tell Us What Happened

Student who was harmed: _____ Grade: _____

Student(s) who did harm: _____

What happened: _____

When did it happen: _____

Where did it happen: _____

Has this happened before? _____ Yes _____ No If yes, how often? _____

What kind of bullying happened? (check all that apply)

Physical
Acts such as hitting, spitting, kicking, or damaging your or another student's possessions

Verbal
Saying mean or hurtful things or threatening you or another student

Social
Excluding you or another student from a group, telling other kids not to talk to you or another student

Emotional
Spreading mean rumors or lies about you or another student

Cyber/Online
Occurs on website or social media, by cell phone, email or text message

Other: (Please describe)

Did you see the event happen? Yes No

If no, who made this report to you? _____

Did anyone else see what happened? Yes No

Who? _____

Was an adult nearby? Yes No

Who? _____

The facts stated in this report are true and correct to the best of my knowledge and belief.

Reporter Signature (optional): _____

Report Received by: _____ **Date:** _____