



# Harassment/Bullying Incident Formal Report

VICTIM NAME: \_\_\_\_\_

DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Alleged Victim Information

Name:	_____	Grade:	_____	Age:	_____
Parent/Guardian:	_____	Phone:	_____		

## Reporting Party Information

Reporting Party (circle one):	Victim	Parent/Guardian	Staff	Friend/Student	Agency	Anonymous
Reporting Party Name:	_____	Phone:	_____	_____		

## Alleged Offender Information

Offender 1 Name:	_____	Grade:	_____
Offender 2 Name:	_____	Grade:	_____
Offender 3 Name:	_____	Grade:	_____

## Possible Witnesses

Name	Phone Number	Relationship to Victim			
_____	_____	Friend	Parent/Guardian	Teacher	Other
_____	_____	Friend	Parent/Guardian	Teacher	Other
_____	_____	Friend	Parent/Guardian	Teacher	Other

## Statement of Understanding

I acknowledge that by submitting this report I understand that harassment, bullying, and intimidation is defined by the Ohio Revised Code as "intentional written, verbal, graphic, physical or electronic act that a student or group of students exhibited toward the alleged victim more than once; and the behavior both causes mental or physical harm to the other student, and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student (ORC3313.666) and that false reports will result in disciplinary action pursuant to the Student Code of Conduct that may include, but not limited to: detention, suspension, and/or expulsion depending on the circumstances.

Signature of Reporting Party \_\_\_\_\_ Date \_\_\_\_\_



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VICTIM NAME:

OFFENDER NAME:

## Example Harassment Behaviors

**Verbal Aggression** - name calling, mocking, teasing, intimidating phone calls, spreading rumors, threats, etc.

**Intimidation** - getting in someone's face, taking things, demanding money or items, hazing, etc.

**Emotional** - excluding, tormenting, threatening gestures, ridicule, staring, etc.

**Physical Aggression** - pushing, kicking, punching, slapping, tripping, pinching, spitting, etc.

**Sexual**—touching, dirty jokes, flirting, asking out on dates after being told no, etc.

**Racial** - comments or nicknames based upon physical, behavioral or cultural differences.

**Written** - threatening or inappropriate notes or drawings.

**Electronic** - threatening/intimidating Facebook comments, messages, wall posts, images, text messages, emails, etc.

*Acts of violence in dating (relationships) are also considered a form of harassment.*

## Narrative Description of Harassment Incident

Please be specific about the types of harassment, the frequency of their occurrence, and location of each alleged offenders actions.

## Submission Instructions

Please complete all sections of this form, and submit a copy to the main office of your (the student's) building along with any evidence that supports this report.

Report Submitted by: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Report Received by: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_