



## BULLYING, HARASSMENT, OR INTIMIDATION REPORTING FORM

**DIRECTIONS:** Complete this form if you are a student victim, the parent/guardian of a student victim, a close adult relative of a student victim, bystander, or a school staff member and wish to report an incident of alleged bullying, harassment or intimidation. Return the completed form to the Principal at the alleged student victim's school. Contact the school for additional information or assistance at any time. Bullying, harassment, or intimidation are serious and will not be tolerated.

This form is to be confidentially maintained in accordance with the Safe Schools Reporting Act of 2005, Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g. For more information, please see Board Policy numbers: 5517.01, 1662, 3362, 4362, and 5517.

### DEFINITIONS:

**Bullying** – Unwanted, demeaning behavior among individuals that involves a real or perceived power imbalance. The behavior is repeated, or is highly likely to be repeated, over time. 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).

### 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, items, or harmful/negative behavior, extortion, hazing, etc.

**Emotional** - excluding, tormenting, threatening gestures, condescension, 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.

***Bullying, Harassment, or Intimidation Four-Part Test:*** For the purposes of (Board Policy 5517.01) and in accordance with Ohio law, bullying, harassment, or intimidation is intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication, that creates a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is either:

- i. Motivated by a student's actual or a perceived personal characteristic(s) or ability(s); or
- ii. Sexual in nature, including descriptions or depictions of a student their intimate parts exposed or engaged in an act of sexual contact; or
- iii. Threatening or seriously intimidating; and occurs on school property, at a school-sponsored activity or event, or school bus; or substantially disrupts the orderly operation of a school.

**(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
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**1. Alleged Targeted Student(s)**

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

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

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

**3. 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)

**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):**

- |  |   |
|--|---|
| <input type="checkbox"/> Any bullying, harassment, or intimidation that involves physical aggression                             | <input type="checkbox"/> Actions/comments related to the student's perceived sexual orientation |
| <input type="checkbox"/> Cyberbullying (social media, text messages, etc.  | <input type="checkbox"/> Actions/comments related to the student's physical appearance          |
| <input type="checkbox"/> Getting another person to hit or harm the student (physical or emotional behavior)                      | <input type="checkbox"/> Gang related/gang recruitment  |
| <input type="checkbox"/> Teasing, name-calling, making critical remarks, or threatening the student, in person or by other means | <input type="checkbox"/> Human trafficking/prostitution/grooming recruitment                    |
| <input type="checkbox"/> Demeaning or making the student the victim of jokes or targeting  | <input type="checkbox"/> Gender identity harassment   |
| <input type="checkbox"/> Making rude and/or threatening gestures   | <input type="checkbox"/> Racial/ethnic harassment   |
| <input type="checkbox"/> Excluding or rejecting the student  | <input type="checkbox"/> Sexual harassment/actions/comments of a sexual nature                  |
| <input type="checkbox"/> Intimidating, extorting, exploiting the student   | <input type="checkbox"/> Disability discrimination  |
| <input type="checkbox"/> Comments related to the student's disability  | <input type="checkbox"/> Actions/comments of a sexual nature                                    |
|  | <input type="checkbox"/> An act or threat of retaliation  |
|  | <input type="checkbox"/> Spreading hurtful rumors or gossip                                     |
|  | <input type="checkbox"/> Other: _____   |

**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 a school bus
- Off school property at a school-sponsored activity or event
- Digital device on school property     Digital device off school property that is impacting the school day.
- Other (please specify): \_\_\_\_\_

**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?**

If you think the alleged motive of the bullying, harassment, or intimidation was motivated by actual or perceived personal characteristics including race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations, please provide detailed information below.

**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:** \_\_\_\_\_

### Notice of Nondiscrimination

The Board of Education of the South Range Local School District (hereinafter referred to as “the Board” or “the District”) does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, Third Party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District’s education programs and activities.

This policy applies to Sexual Harassment that occurs within the District’s education programs and activities and that is committed by a member of the School District community or a Third Party.

This policy does not apply to Sexual Harassment that occurs off school grounds, in a private setting, and outside the scope of the District’s education programs and activities; such Sexual Misconduct/Sexual Activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws if committed by a Board employee.

Consistent with the U.S. Department of Education’s implementing regulations for Title IX, this policy does not apply to Sexual Harassment that occurs outside the geographic boundaries of the United States, even if the Sexual Harassment occurs in the District’s education programs or activities. Sexual Harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws if committed by a Board employee.

**Title IX Coordinator(s)**

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Steve Matos  
Principal  
330-549-5578  
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