

## BULLYING, HARASSMENT, OR INTIMIDATION REPORTING FORM

### Directions:

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.

## 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):

- Actions/comments related to the student's race/ethnicity
- Actions/comments related to the student's national origin.
- Actions/comments related to the student's religion
- Actions/comments related to the student's sex
- Actions/comments related to the student's Immigration status
- Actions/comments related to the student's family/parental or marital status
- Actions/comments related to the student's socio-economic status
- Actions/comments related to the student's academic performance
- Actions/comments related to the student's perceived sexual orientation
- Actions/comments related to the student's gender expression
- Actions/comments related to the student's gender identity
- Actions/comments related to the student's disability
- Actions/comments related to the student's physical appearance
- Demeaning behavior to impress others
- Demeaning behavior just to be mean
- An act or threat of retaliation
- Gang related/gang recruitment
- Human trafficking/prostitution recruitment
- Any bullying, harassment, or intimidation that involves physical aggression
- Cyberbullying (social media, text messages, etc.)
- Teasing, name-calling, making critical remarks
- Demeaning or making the student the target of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Intimidating, extorting, exploiting the student
- Getting another person to target or demean the student
- Spreading hurtful rumors or gossip
- Racial/ethnic harassment
- Sexual harassment
- Other: (Please Specify) \_\_\_\_\_

**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. 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

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

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