

# Bullying Report Form

**Definition:**

"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.

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**Reporting Party:** \_\_\_\_\_ **Grade:** \_\_\_\_ **Today's Date:** \_\_/\_\_/\_\_

**Name of alleged offender:** \_\_\_\_\_ **Grade:** \_\_\_\_

**Other Bystanders/witnesses?** \_\_\_\_\_ **If**  
**the alleged offense was toward another person, identify that person(s).** \_\_\_\_\_

**Describe the facts of the incident(s) as clearly as possible:**

**When did the offense take place?**

**Where did it occur?**

**Were any verbal statements such as threats, demands, requests, etc. made? Yes or No**

**Was there any physical contact involved? Yes or No**

**Has this happened before? Yes or No**

**If "Yes", please describe what happened in that incident?**

**Who did you tell? \_\_\_\_\_ What action have taken place?**

**Complainant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Recorder's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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*Office use only:*

*Date discussed and setting:*

*Staff member taking action:*

*Action Plan:*

*Final Determination:*

*Were parents notified? Yes or No*

*Who contacted them?*

*When? Date/Time:*

*What (if any) future follow-through is planned?*