



HARASSMENT, BULLYING OR DISCRIMINATION REPORTING FORM

Directions: **Harassment, bullying or discrimination are serious and will not be tolerated.** This is a form to report alleged harassment, bullying or discrimination that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school*, at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff. If you are a student victim, the parent/guardian of a student victim, an adult relative/friend of a student victim, a student witness/bystander or a school staff member and wish to report an incident of alleged harassment, bullying or discrimination, complete this form and return it to the principal, assistant principal, teacher or counselor at the student victim's school. Contact the school for additional information or assistance at any time.

Harassment, bullying and discrimination are defined as conduct intended to intimidate, discredit, injure or disturb a student or groups of students to the extent that the behavior causes mental and/or physical harm to students and is sufficiently severe, persistent and pervasive so that it creates a learning environment that is intimidating, threatening or abusive. Harassment, bullying and discrimination can occur face to face, in writing or through use of electronic means such as the internet, emailing or text messaging. Cyberbullying can include the use of personal web sites to support deliberate, repeated and hostile behavior intended to cause harm to persons or groups.

Today's date: ____ / ____ / ____ School: _____

Place an **X** in the appropriate box: ☐ Victim ☐ Student ☐ Parent / Guardian
☐ Anonymous ☐ School Staff ☐ Other _____

Person Reporting Incident (Note: If this is an anonymous report, leave name and phone # blank.)

Name: _____ Telephone: (____) _____

1. Name of student victim: _____ Grade Level: _____
(Please print)

2. Name(s) of alleged offender(s) (If known): _____ Grade Level _____ School (if known) _____ Is he/she a student?

(Please print) _____ ☐ Yes ☐ No

(Please print) _____ ☐ Yes ☐ No

3. Were you an eyewitness to this behavior? ☐ Yes ☐ No
Name(s) of other witnesses (If known): _____ Grade Level _____ School (if known) _____ Is he/she a student?

(Please print) _____ ☐ Yes ☐ No

(Please print) _____ ☐ Yes ☐ No

4. On what date(s) did the incident 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"/> Making rude and/or threatening gestures |
| <input type="checkbox"/> Teasing, name-calling, making critical remarks, or threatening, in person or by other means | <input type="checkbox"/> Intimidating (bullying), extorting, or exploiting |
| <input type="checkbox"/> Getting another person to hit or harm the student | <input type="checkbox"/> Spreading harmful rumors or gossip |
| <input type="checkbox"/> Demeaning and making jokes about the victim | |
| <input type="checkbox"/> Excluding or rejecting the student | |
| <input type="checkbox"/> Electronic Communication (specify) _____ | |
| <input type="checkbox"/> Other (specify) _____ | |

6. Where did the incident happen (choose all that apply)?
- | | |
|---------------------------------------------|--------------------------------------------------------------------------------------|
| <input type="checkbox"/> On school property | <input type="checkbox"/> At a school-sponsored activity or event off school property |
| <input type="checkbox"/> On a school bus | <input type="checkbox"/> On the way to/from school |
| | <input type="checkbox"/> Other _____ |

7. What did the alleged offender(s) say or do? _____

(Attach a separate sheet if necessary)

8. What factors contributed to the harassment, bullying or discrimination? _____

(Attach a separate sheet if necessary)

9. How has the student been impacted by this incident? _____

10. Has the climate of the school been impacted by this incident? ☐ 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. Is there any additional information you would like to provide? (Attach a separate sheet if necessary) _____

I agree that all information on this form is accurate and true to the best of my knowledge.

Note: If this is an anonymous report, no signature is required.

Signature: _____ Date: _____