Guilford
COUNTY SCHOOLS

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?

_____ _____ _____ ❑Yes ❑No
(Please print)

_____ _____ _____ ❑Yes ❑No
(Please print)

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?

_____ _____ _____ ❑Yes ❑No
(Please print)

_____ _____ _____ ❑Yes ❑No
(Please print)

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):

- ❑ Any bullying, harassment, or intimidation that involves physical aggression
- ❑ Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- ❑ Getting another person to hit or harm the student
- ❑ Demeaning and making jokes about the victim
- ❑ Excluding or rejecting the student
- ❑ Electronic Communication (specify) _____
- ❑ Other (specify) _____
- ❑ Making rude and/or threatening gestures
- ❑ Intimidating (bullying), extorting, or exploiting
- ❑ Spreading harmful rumors or gossip

6. Where did the incident happen (choose all that apply)?

- ❑ On school property
- ❑ On a school bus
- ❑ At a school-sponsored activity or event off school property
- ❑ On the way to/from school
- ❑ 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: _____

In compliance with federal laws, Guilford County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law. Refer to the Board of Education's Discrimination Free Environment Policy AC for a complete statement. Inquiries or complaints should be directed to the Guilford County Schools Compliance Officer, 120 Franklin Boulevard, Greensboro, NC 27401; 336-370-2323