



Bullying, Harassment, or Intimidation Reporting Form

Attachment 1

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

PERSON REPORTING INCIDENT

Name: _____ Telephone: _____
E-mail: _____

Place an **X** in the appropriate box: Student Parent/guardian/caregiver of a student
 Close adult relative of a student School staff Bystander

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

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. 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:** _____