



BULLYING, HARASSMENT OR INTIMIDATION REPORTING FORM

Directions: Bullying (including harassment, intimidation, and hazing) is a serious negative behavior and will not be tolerated. This form is to be used to report such alleged incidents perpetrated by either an individual student or group of students that occurred 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 off school grounds if these actions are intended to and/or do adversely affect the safety and well-being of students while in school (including cyberbullying), in the current school year. If you are a student victim, the parent/guardian of a student victim, or a close adult relative of a student victim, and wish to report an incident of alleged bullying, complete this form and return it to the Principal at the student victim's school. Contact the school for additional information or assistance at any time.

Bullying involves actions or words against another person for the purpose of inflicting physical or emotional harm or discomfort or damage to a person's reputation to a level that is intimidating or threatening and affects the learning and school environments. If the bully is threatening to harm you or others, please tell a teacher or the principal immediately.

Date: _____
Month/Day/Year

School: _____

Person Reporting Incident: Name: _____

Best time of day to contact: _____ a.m. _____ p.m. Telephone: _____

Email: _____

(Please check one.)

Student Parent/Guardian Other _____

1. Name of student victim: _____ Age and/or Grade: _____
(Please print)

2. Name(s) of alleged offender(s) (if known)	Age	School	Student?
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

(Please print)

3. On what date(s) did the incident happen? _____
Month/Day/Year Month/Day/Year Month/Day/Year

4. Where did the incident happen? *(Choose all that apply)*

On school property At a school-sponsored activity or event off school property

On a school bus On the way to/from school

Off school property, but believed to have the intent to and/or adversely affect the safety and well-being of students while in school (including cyberbullying)

Other *(specify)* _____

5. Which statement best describes what happened? *(Choose all that apply)*

Hitting, kicking, shoving, spitting, hair pulling, or throwing something

Getting another person to hit or harm the student

Teasing, name-calling, making critical remarks, or threatening, in person or by other means

Demeaning and making the victim of jokes

Making rude and/or threatening gestures

Excluding or rejecting the student

Intimidating (bullying), extorting, or exploiting

Spreading harmful rumors or gossip

Other *(specify)* _____

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

(Attach a separate sheet, if necessary)

7. Why did the bullying occur? _____

(Attach a separate sheet, if necessary)

8. Did a physical injury result from this incident? *(Please check one of the following.)*

- No Yes, but it did not require medical attention Yes, and it required medical attention

9. 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? _____

10. Did a psychological injury result from this incident? *(Please check one of the following.)*

- No Yes, but psychological services have not been sought Yes, and psychological services have been sought

11. Had steps been taken to resolve such activity prior to this report? Yes No Not applicable

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

(Attach a separate sheet, if necessary)

Signature: _____ Date: _____

For office use only

Received by: _____

(School Personnel Name and Position)

Date: _____