

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

BULLYING, HARASSMENT, OR INTIMIDATION REPORTING FORM

Directions: Bullying, harassment, or intimidation are serious and will not be tolerated. This is a form to report alleged bullying, harassment, or intimidation 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, in the current school year. If you are a student target, the parent/guardian of a student target, or a close adult relative of a student target or a school staff member and wish to report an incident of alleged bullying harassment, or intimidation, complete this form and return it to the Principal at the student target's school. Contact the school for additional information or assistance at any time.

Bullying, harassment, or intimidation means intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication, that: (I) creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is: 1. motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, gender expression, religion, ancestry, physical attribute, socioeconomic status, familial status, or physical or mental ability or disability; or 2. threatening or seriously intimidating; and (II) 1. occurs on school property, at a school activity or event, or on a school bus; or 2. substantially disrupts the orderly operation of a school. Electronic communication means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager.

Today's date: _____ / _____ / _____ School: _____
Month Day Year
 School System: _____

Person Reporting Incident Name: _____

Telephone: _____ E-mail: _____

Place an X in the appropriate box: Student Bystander Parent/Guardian Close Adult Relative School Staff

1. Name of student target: _____ Age: _____
(Please print)

2. Name(s) of alleged witness(es) (if known): (Please print)	Age	School (if known)	Is he/she a 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

3. Name(s) of alleged offender(s) (if known): (Please print)	Age	School (if known)	Is he/she a 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

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
- Getting another person to hit or harm the student target
- Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- Demeaning and making the target of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the target
- Intimidating (bullying), extorting, or exploiting
- Spreading harmful rumors or gossip
- Related to the student target's disability
- Related to the student target's perceived sexual orientation
- Electronic Communication: ___ email ___ text ___ sexting ___ social media ___ other
- Gang related
- Gang recruitment
- Human trafficking/Prostitution recruitment
- Racial harassment
- Sexual harassment
- Other (specify) _____

6. 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
- Via internet – sent on or off school property
- Other location _____

7. Describe the incident(s), including what the alleged offender(s) said or did.

(Attach a separate sheet if necessary)

8. Why did the harassment or intimidation (bullying) occur?

(Attach a separate sheet if necessary)

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 target absent from school as a result of the incident? Yes No
If yes, how many days was the student target 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?

(Attach a separate sheet if necessary)

Signature: _____ Date: _____

NOTE: The Reporting Form (if appropriate), the Incident/Investigation Form, and the Counseling Intervention Report are to be sent electronically to the Coordinator of Counseling and Student Support. The original packet should be retained in the office of the Principal.