

Bullying Report Form

Directions: Bullying, harassment, or intimidation are serious and will not be tolerated. This form is to report alleged bullying, harassment, or intimidation that occurred during the current 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 on the internet sent on or off school property; or that substantially disrupted the orderly operation of the school.

PERSON REPORTING INCIDENT **Name :** _____ **ID#** _____

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

1. Name of alleged student victim(s) _____,
2. Name of witness(es) (if known) _____,
3. Name(s) of the alleged offender(s) (if Known) _____,
4. On what date(s) did the incident happen?:

_____/_____/_____
 Month Day Year

_____/_____/_____
 Month Day Year

_____/_____/_____
 Month Day Year

Place an X next to the statement(s that best describe what happened (choose all that apply)

| | |
|--|--|
| <input type="checkbox"/> Any bullying, harassment, or intimidation that involved physical aggression (specifically) _____ <input type="checkbox"/> Getting another person to hit or harm the student <input type="checkbox"/> Teasing, name-calling, making critical remarks, or threatening, in person or by other means <input type="checkbox"/> Demeaning and making the victim of jokes <input type="checkbox"/> Making rude and/or threatening gestures <input type="checkbox"/> Excluding or rejecting the student <input type="checkbox"/> Intimidating, extorting, or exploiting <input type="checkbox"/> Spreading harmful rumors or gossip | <input type="checkbox"/> Any comments related to the student's disability <input type="checkbox"/> Any comments related to the student's perceived sexual orientation <input type="checkbox"/> Cyberbullying (e.g. social media including Facebook, Twitter, Vine, Snapchat, Periscope, kik, Instagram, etc.) <input type="checkbox"/> Electronic communication (e.g. email, text, sexting, etc.) <input type="checkbox"/> Gang related <input type="checkbox"/> Racial harassment <input type="checkbox"/> Sexual harassment <input type="checkbox"/> Sexual in nature |
|--|--|

5. Where did the incident happen (choose all that apply)?
 On school property At a school-sponsored activity or event off school property On a bus
 Via internet-sent off school property Via internet – sent on school property On the way to/from school
6. Write a description of the incident(s), including what the alleged offender(s) said or did. _____

7. Why did the bullying, harassment, or intimidation happen?

8. Did a physical injury result from the incident? No Yes, but it did not require medical attention
 Yes, and it required medical attention
9. Is there any other information you would like to provide?

GIVE THIS COMPLETED FORM TO ANY TEACHER, COUNSELOR OR ADMINISTRATOR ON CAMPUS

For office Use only

Was the conduct **Verbal**, **Physical** or **Relational**? (Please circle one)

| | | |
|--|------------------------------|-----------------------------|
| Was the behavior aggressive? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Was the behavior intentional? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Was the behavior carried out by a person or group of people repeatedly over time? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Was the victim able to easily defend himself or herself? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Was there an imbalance of power- such as physical strength, access to embarrassing information, or popularity – between the bully and victim? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If the incident involved cyberbullying, did it occur on school property or at a school event; substantially interfere with student's education; threaten the school environment; or substantially disrupt the operation of school or its programs? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |