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)

- □ Any bullying, harassment, or intimidation that involved physical aggression (specifically)
- □ 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, extorting, or exploiting
- □ Spreading harmful rumors or gossip
- □ Any comments related to the student’s disability
- □ Any comments related to the student’s perceived sexual orientation
- □ Cyberbullying (e.g. social media including Facebook, Twitter, Vine, Snapchat, Periscope, kik, Instagram, etc.)
- □ Electronic communication (e.g. email, text, sexting, etc.)
- □ Gang related
- □ Racial harassment
- □ Sexual harassment
- □ 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
Was the conduct **Verbal**, **Physical** or **Relational**? (Please circle one)

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes □</th>
<th>No □</th>
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<tbody>
<tr>
<td>Was the behavior aggressive?</td>
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<td>Was the behavior intentional?</td>
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<td>Was the behavior carried out by a person or group of people repeatedly over time?</td>
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<td>Was the victim able to easily defend himself or herself?</td>
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<td>Was there an imbalance of power- such as physical strength, access to embarrassing information, or popularity – between the bully and victim?</td>
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<td>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?</td>
<td>Yes □</td>
<td>No □</td>
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</tbody>
</table>