

BULLYING, HARASSMENT OR INTIMIDATION REPORTING FORM

Alexander City Schools
375 Lee Street · Alexander City · Alabama · 35010

DIRECTIONS: Bullying, harassment, and 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 in the current school year. If you are a student victim, the parent/guardian of a student victim, a close adult relative of a student victim, 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 victim's school. Contact the school for additional information or assistance at any time. If a threat of suicide is reported, the principal/designee will inform the parent or guardian.

DEFINITION: Bullying, harassment, and intimidation are intentional verbal, written, and/or physical conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities and performance, or with a student's physical or psychological well-being and is as follows:

- Motivated by an actual or perceived personal characteristic, including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status or physical or mental ability or disability
- Threatening or seriously intimidating
- Occurs on school property, at a school activity or event, or on a school bus
- Substantially disruptive to or interfering with the orderly operation of a school

"Electronic communication" means a communication transmitted by means of an electronic device, including but not limited to telephone, cellular phone, or computer or pager.

Today's date: _____ School: _____

1. Name of student victim: _____ Age: _____ Grade: _____

2. Name(s) of alleged offender(s) (If Known) [Please Print]	Age	School	Is he/she a student?	
			Yes	No
_____	_____	_____	Yes	No
_____	_____	_____	Yes	No
_____	_____	_____	Yes	No
_____	_____	_____	Yes	No

3. On what date(s) did the incident(s) happen? _____
Date Date Date

4. Where did the incident(s) happen? (Choose all that apply.)
 On school property Off school property On a school bus At a school-sponsored activity or event off school property

5. Place an **X** next to the statement(s) that best describes what happened (choose all that apply).
- Hitting, kicking, shoving, spitting, hair pulling, or throwing something
 - Coercing another person to hit or harm the student
 - Repeated teasing name-calling, making critical remarks, or threatening, in person or by other means
 - Making rude and or threatening gestures
 - Intimidating, bullying, extorting, or exploiting
 - Spreading harmful rumors or gossip
 - Electronic communications (specify): _____
 - Other (specify): _____

6. Did a physical or psychological injury result from this incident? If yes, explain. _____

7. Was the victim absent from school as a result of this incident? Yes No If yes, how many days? _____

8. What did the alleged offender(s) say or do? (Attach a separate sheet if necessary)

9. Why did the bullying, harassment or intimidation occur? (Attach a separate sheet if necessary)

10. Is there any additional information that you would like to provide? (Attach a separate sheet if necessary)

PERSON REPORTING INCIDENT				
Name: _____		Telephone _____		
E-mail (if available) _____				
Place an X in the appropriate box:				
Student (victim)	Student (witness/bystander)	Parent/Guardian	School Staff	Other: _____

I certify that there is no falsification of the above information and events are accurately depicted to the best of my knowledge.

Signature of Complainant _____ **Date** _____