BULLYING, HARASSMENT or INTIMIDATION REPORTING FORM

St. Clair County Schools
410 Roy Drive • Ashville • Alabama • 35953

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

Information gathered through investigation of this report can only be given to the student (victim) and/or his/her parent(s)/guardian(s).

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.

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 a 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 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, computer or pager.

Today's date: _____/_____/_____ (Month Day Year) School: _____

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

02. Name(s) of alleged offender(s) (If Known) (Please Print) Age School (if known) Is he/she a student?

_____ _____ _____ ☐ Yes ☐ No
_____ _____ _____ ☐ Yes ☐ No
_____ _____ _____ ☐ Yes ☐ No
_____ _____ _____ ☐ Yes ☐ No

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

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

05. Place an ☒ 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
☐ Repeated demeaning statements encouraged to make the victim the basis of jokes
☐ Making rude and/or threatening gestures
☐ Intimidating, bullying, extorting, or exploiting
☐ Spreading harmful rumors or gossip
☐ Electronic Communications (specify): _____
☐ Other (specify): _____

06. Did a physical injury result from this incident?
☐ No ☐ Yes, but it did not require medical attention ☐ Yes, and it required medical attention

07. If there was a physical injury, do doctors think there will be permanent effects? ☐ Yes ☐ No

08. Was the student victim absent from school as a result of this incident? ☐ Yes ☐ No

09. 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?
☐ No ☐ Yes, but outside psychological services have not been sought ☐ Yes, and outside psychological services have been sought

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

(Attach a separate sheet if necessary)

12. Why did the bullying, harassment or intimidation occur?

(Attach a separate sheet if necessary)

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

(Attach a separate sheet if necessary)

PERSON REPORTING INCIDENT

Name: _____ Telephone: _____

E-mail: _____

Place an ☒ in the appropriate box:

☐ Student (victim) ☐ Student (witness/bystander) ☐ Parent/Guardian ☐ Close adult relative ☐ School staff