

Bullying and Harassment Parent/Guardian or Teacher Form

**Bullying is a repeated and unwanted action by an individual or group intending to intimidate, harass, degrade or offend.*

Directions: If you feel that your child/student has been teased or bullied, please fill out the form below. If you need more space, attach additional documentation as needed. Please turn this form in to an administrator or a counselor. You will be contacted within a few days.

Name: _____ Relationship to student:

Student's Name: _____ Grade: _____ Teacher:

Contact Information (Phone number and/or e-mail) _____

Please put an "X" in the appropriate box:

17 My child/student is being bullied

17 My child/student reported someone else being bullied

Describe what you witnessed or what the student reported to you:

Who was involved and where did the incident take place?

Were there any potential witnesses to this situation? Please list their names below:

Were threats communicated in any way? yes _____ no
Please list how the threats were communicated (text, verbally, written, use of other technological device/method):

Please check the appropriate box.

- First Occurrence
- Second Occurrence
- Third Occurrence
- Multiple incidents have taken place

Please describe any other incidents with this child/student that you have witnessed or been made aware of. (Please include the dates.)

Date report received by administrator: ____/____/____ Date formal investigation initiated: ____/____/____

Signature of administrator/counselor: