HARASSMENT, INTIMIDATION, AND BULLYING REPORT FORM

If you are a student, the parent/guardian of a student, a close adult relative of a student, a District staff member, or a school volunteer and wish to report an incident of alleged harassment, intimidation, or bullying, complete this form and return it to the Office of the Principal at the student victim’s school. You may call the principal or assistant principal for assistance in completing this form or to ask questions about reporting.

Please print all information.

Today’s Date: _____/_____/_______ School: ______________________________________

Person Reporting Incident Name: __________________________________________

Telephone Number: _____.____.______ E-mail: ______________________________________

Place an “X” in the appropriate box: ☐ Student ☐ Parent/Guardian of Student ☐ School Volunteer

☐ Close Adult Relative of Student ☐ District Employee

1. Name of Alleged Student Victim: ______________________ Grade Level: ____________

2. Name of Alleged Witness(es), if any:

________________________________________ Grade Level: __________________

________________________________________ Grade Level: __________________

________________________________________ Grade Level: __________________

3. Name(s) of Alleged Offender(s) if known:

________________________________________ Grade Level: __________________

________________________________________ Grade Level: __________________

________________________________________ Grade Level: __________________

4. On what date(s) did the incident occur?

Date: ________/___/____ Date: ________/___/____ Date: ________/___/____

5. Place an “X” next to the statement(s), which best describe(s) what happened. Choose all that apply.
☐ Harassment, intimidation, or bullying, which involves physical aggression; please explain

☐ Getting another person to hit or harm the student
☐ Teasing, name-calling, making critical or hurtful remarks, or threatening either in person or by other means
☐ Making the victim of jokes or otherwise demeaning the student
☐ Making rude and/or threatening gestures
☐ Excluding or rejecting the student
☐ Intimidating, extorting, or exploiting the student
☐ Spreading harmful rumors or gossip
☐ Making comments or displaying actions related to the victim’s disability
☐ Making comments or displaying actions related to the victim’s perceived sexual orientation
☐ Cyberbullying, e.g., Twitter, Facebook, Snapchat, Instagram, Instant Messaging, etc.
☐ Electronic communication(s), e.g., e-mail, text, sexting, etc.
☐ Gang-related
☐ Gang recruitment
☐ Human trafficking
☐ Racial harassment
☐ Sexual harassment
☐ Other, please specify: ____________________________________________

6. Where did the incident(s) occur? Choose all that apply.

☐ On District/school property           ☐ At a school- or District-sponsored event off school property

☐ On a school or activity bus or other vehicle           ☐ On the way to/from school

☐ Via the Internet off of District/school property           ☐ Via the Internet on District/school property

7. Describe the incident(s) including what the alleged offender(s) said or did. ____________________________

__________________________________________________________

Add a separate sheet if necessary.

8. Did a physical injury result from the incident(s)? ______________

9. Was the student victim absent from school as a result of the incident?

10. Did a psychological injury result from the incident(s)?
Is there any additional information you believe might be helpful for the School District to know? __________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Signature of Reporter