This form is used to identify and report a possible incident of bullying or harassment. This form is to be completed by a faculty or staff member who observes behaviors that indicate possible bullying, or who receives notice or report of suspected bullying behavior. This form should not be completed by a student or staff member making a complaint of bullying on his or her own person (See form 1-B.). Forward the completed form to the building principal for follow up.

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| **Date of Report:** |  | **Date of Incident:** |  |
| **School:** |  | **Location of Incident:** |  |
| **Reported by (Print):** |  | **Position:** |  |
| **Reported by (Signature):** | |  | |

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| **Name(s) of Target(s)** | **Grade** | **Gender** | **Race** |
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| **Name(s) of Accused** | **Grade** | **Gender** | **Race** |
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| **Name(s) of Witnesses or Bystander(s)** | **Grade** |
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| **Physical Conduct – Harm to another’s body or property** (Check all that apply) | | | | | | | | | | | | | | | | | |
|  | | **Threatening physical harm** | | | |  | | **Pinching** | |  | **Tripping** | | | | |  | **Sexual Assault** |
|  | | **Making threatening gestures** | | | |  | | **Scratching** | |  | **Biting** | | | | |  | **Rape** |
|  | | **Starting a fight** | | | |  | | **Hair pulling** | |  | **Hitting** | | | | |  | **Child sexual abuse** |
|  | | **Cornering/blocking movement** | | | |  | | **Spitting** | |  | **Destroying or defacing property** | | | | |  | **Assault w/weapon** |
|  | | **Shoving** | | | |  | | **Slapping** | |  | **Extortion** | | | | |  | **Arson** |
|  | | **Pushing** | | | |  | | **Kicking** | |  | **Theft** | | | | |  | **Homicide** |
|  | | **Other:** | | | | | | | | | | | | | | | |
| **Emotional Conduct** – **Harm to another’s self-worth in person or electronically** (Check all that apply) | | | | | | | | | | | | | | | | | | |
|  | **Insulting gestures** | | |  | **Defacing or falsifying school work** | | | | | | |  | **Challenging in public** | | | | | |
|  | **Dirty looks** | | |  | **Insulting/degrading graffiti** | | | | | | |  | **Unwanted sexually suggestive remarks, images, or gestures** | | | | | |
|  | **Insulting remarks** | | |  | **Racial, ethnic, or religious slurs or epithets** | | | | | | |  | **Harassing and/or frightening messages sent through electronic media** | | | | | |
|  | **Name calling** | | |  | **Insulting remarks related to disability, gender, or sexual orientation** | | | | | | |  | **Note Media Used:** | | | | | |
|  | **Taunting** | | |  | **Threatening another to secure silence** | | | | | | |  |  | | | | | |
|  | | | **Other:** | | | | | | | | | | | | | | | |
| **Relational Conduct** – **Harm to another through damage (or threat) to relationships or feelings of acceptance, friendship, or group inclusion** (Check all that apply) | | | | | | | | | | | | | | | | | | |
|  | **Gossiping** | | | | | |  | | **Playing mean tricks** | | | | |  | **Exclusion** | | | |
|  | **Using negative body language or facial expressions** | | | | | |  | | **Insulting publicly** | | | | |  | **Ostracizing/total group rejection** | | | |
|  | **Starting/spreading rumors** | | | | | |  | | **Ignoring another to punish or coerce** | | | | |  | **Arranging public humiliation** | | | |
|  | **Other:** | | | | | | | | | | | | | | | | | |