



BULLYING, HARASSMENT, & INTIMIDATION INCIDENT REPORT FORM

Bullying or harassment is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e., cyberbullying, through the use of internet, cell phone, mobile learning device (MLD), or computer currently in use or later developed and used by students) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function, or in a school vehicle or at any time or place where a student's imminent safety or over-all well-being may be at issue.

Today's date _____/_____/_____

Person Reporting Incident:

Name _____

Telephone _____ E-mail _____

Place a in the appropriate box:

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

Name of student victim: _____

Name(s) of alleged offender(s) _____

On what date(s) did the incident happen? _____/_____/_____

Where did the incident happen (choose all that apply)

On school property At a school-sponsored activity or event Off school property
 On the way to/from school

Place an next to the statement(s) that best describes what happened (choose all that apply):

Any bullying, harassment, or intimidation that involves physical aggression Getting another person to hit or harm the student Teasing, name-calling, making critical remarks, or threatening, in person or by other means Demeaning and making the victim of jokes Excluding or rejecting the student Making rude and/or threatening gestures Spreading harmful rumors or gossip Intimidating (bullying), extorting, or exploiting Electronic communications (specify) _____

Other

(specify) _____

(Attach a separate sheet if necessary.)

Why did the bullying, harassment or intimidation occur?

(Attach a separate sheet if necessary.)

Did a physical injury result from this incident: Place an next to one of the following:

No Yes, but it did not require medical attention Yes, and it required medical attention

If there was a physical injury, do you think there will be permanent effects? Yes No

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

Did a psychological injury result from this incident? Place a next to one of the following:

No Yes, but psychological services have not been sought. Yes, and psychological services have been sought.

Is there any additional information you would like to provide?

(Attach a separate sheet if necessary)

Signature _____ Date _____

*****OFFICE USE ONLY***** Administrative disposition:

(Attach a separate sheet if necessary)

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act.