



HARASSMENT, INTIMIDATION AND BULLYING REPORTING FORM

Directions: Harassment, bullying and intimidation are serious and will not be tolerated. This is a form to report alleged harassment, intimidation and bullying. Complete this form and return it to the School Anti-Bullying Specialist or Principal at the student victim's school.

“Harassment, intimidation or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds and substantially disrupts or interferes with the orderly operation of the school or rights of other students. “Electronic communication” means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer or pager.

1. **Name of Person Reporting Incident:** _____ **Date:** _____
Please Print
2. **Telephone/Mobile:** _____ **Email:** _____

Place an X in the appropriate box.

Student	Student-Witness/Bystander	Parent/Guardian
Close Adult Relative	School Staff	Other

3. **Name of Victim:** _____ **Grade and Age:** _____
- School:** _____ **Date of Incident:** _____

Isolated Incident	Ongoing Incident
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4. **Name of alleged offender(s), if known.** **Grade & Age** **School**
- _____
- _____

5. **Where did the incident happen? (Choose all that apply.)**

School Property	Identify	
School-Sponsored Function	Identify Function	
School Bus	Identify	
Off School Grounds	Describe	

6. Place an X next to the statement(s) that best describes what happened (Choose all that apply).

	Any harassment, 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 student a victim of jokes
	Making rude and/or threatening gestures
	Excluding or rejecting the student
	Intimidating, extorting, or exploiting
	Spreading harmful rumors or gossip
	Electronic communication (specify)
	Other:

7. Check all or perceived characteristics that were or may have been motivational factors in the alleged bullying incident:

	Race		Color		Religion
	Ancestry		National Origin		Gender
	Sexual Orientation		Gender Identity and Expression		Mental or Physical or Sensory Disability
	Other actual or perceived characteristic (specify):				

8. Identify what harm you believe was or may have been caused by the alleged incident. Choose all that apply.

	Substantial disruption or interference with orderly operation of school or rights of others
	Physical or emotional harm
	Insulting or demeaning
	Created a hostile educational environment
	Interferes with student's education

Is there any additional information you would like to provide?

Please add any other pertinent information on reverse of form or on a separate sheet.

<input type="checkbox"/>	Yes (See below.)	<input type="checkbox"/>	No
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Signature: _____ **Date:** _____

Updated: 2/2012