

## 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: \_\_\_\_\_
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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? \_\_\_\_\_

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 Signature of Reporter