Directions for Completing the Victim of Bullying, Harassment, or Intimidation Form

The Victim of Bullying, Harassment, or Intimidation form has been developed to provide a vehicle by which acts of bullying, harassment, or intimidation can be reported to the student’s school. This form may be filled out by a student, the parent or guardian of a student, close adult relative of the student, or a school staff member.

A definition of bullying, harassment, and intimidation is given to guide students, parents and school staff members when completing this form.

A student is bullied when he or she is exposed to intentional negative actions on the part of one or more students, and whose ability to participate in or benefit from the school’s educational programs or activities is adversely affected. Bullying often occurs repeatedly and over time.

A student is harassed when he or she perceives or actually experiences discomfort with identity issues in regard to race, color, national origin, gender, disability, sexual orientation, religion, or other identifying characteristics, and whose ability to participate in or benefit from the school’s educational programs or activities is adversely affected.

A student is intimidated when he or she is subjected to intentional action that seriously threatens and induces a sense of fear and/or inferiority, and whose ability to participate in or benefit from the school’s educational programs or activities is adversely affected.

If your child has felt bullied, harassed, or intimidated, complete this form in its entirety and return the form to the person designated by the school. The alleged acts of bullying, harassment or intimidation reported on this form will be investigated by the school designee.
BULLYING, CYBERBULLING, HARASSMENT OR INTIMIDATION REPORTING FORM

Directions: Bullying, cyberbullying, harassment, or intimidation are serious and will not be tolerated. This is a form to report alleged bullying, cyberbullying, harassment, or intimidation that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school, in the current school year. If you are a student victim, the parent/guardian of a student victim, or a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged bullying, cyberbullying, harassment, or intimidation, complete this form and return it to the Principal at the student's school. Contact the school for additional information or assistance.

Today's date: __________ / __________ / __________
Month Day Year

School: __________________________
School System: __________________

PERSON REPORTING INCIDENT (optional)
Name: __________________________
Telephone: ________________________
E-mail: __________________________

Place an X in the appropriate box: ☐ Student ☐ Student (Witness/Bystander) ☐ Parent/guardian
☐ Close adult relative ☐ School Staff

1. Name of student victim: __________________________ Grade: __________
   (Please Print)

2. Name(s) of alleged offender(s) (if known): (Please print) Grade School Is he/she student?

   __________________________________________________________________________

   __________________________________________________________________________

   __________________________________________________________________________

   ☐ Yes ☐ No
   ☐ Yes ☐ No
   ☐ Yes ☐ No

3. On what date(s) did the incident happen?:
   __________ / __________ / __________
   __________ / __________ / __________
   __________ / __________ / __________

   Month Day Year Month Day Year Month Day Year

4. Place an X next to the statement(s) that best describes what happened (choose all that apply):
   ☐ Any bullying, cyberbullying, 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
   ☐ Making rude and/or threatening gestures
   ☐ Excluding or rejecting the student
   ☐ Intimidating (bullying), extorting or exploiting
   ☐ Spreading harmful rumors or gossip
   ☐ Electronic Communication (specify) __________________________
   ☐ Other (specify) __________________________
5. 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

6. What did the alleged offender(s) say or do?

________________________________________________________

________________________________________________________

(Attach a separate sheet if necessary)

7. Describe what happened?

________________________________________________________

________________________________________________________

________________________________________________________

(Attach a separate sheet if necessary)

8. Why did the bullying, harassment or intimidation occur?

________________________________________________________

________________________________________________________

________________________________________________________

9. 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? __________

10. List any witnesses or observers that were present: __________________________________________________________

11. How did you learn about the bullying?

   __________________________________________________________

12. Is there any additional information you would like to provide?

   __________________________________________________________

   (Attach a separate sheet if necessary)

☐ Anonymous report do not use my child's name.

Signature: _____________________________ Date: _____________________________

To be completed by school