



## HARASSMENT, BULLYING OR DISCRIMINATION REPORTING FORM

Directions: **Harassment, bullying or discrimination are serious and will not be tolerated.** This is a form to report alleged harassment, bullying or discrimination 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\*, at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff. If you are a student victim, the parent/guardian of a student victim, an adult relative/friend of a student victim, a student witness/bystander or a school staff member and wish to report an incident of alleged harassment, bullying or discrimination, complete this form and return it to the principal, assistant principal, teacher or counselor at the student victim's school. Contact the school for additional information or assistance at any time.

Harassment, bullying and discrimination are defined as conduct intended to intimidate, discredit, injure or disturb a student or groups of students to the extent that the behavior causes mental and/or physical harm to students and is sufficiently severe, persistent and pervasive so that it creates a learning environment that is intimidating, threatening or abusive. Harassment, bullying and discrimination can occur face to face, in writing or through use of electronic means such as the internet, emailing or text messaging. Cyberbullying can include the use of personal web sites to support deliberate, repeated and hostile behavior intended to cause harm to persons or groups.

Today's date: \_\_\_ / \_\_\_ / \_\_\_ School: \_\_\_\_\_

Place an **X** in the appropriate box:  Victim  Student  Parent / Guardian  
 Anonymous  School Staff  Other \_\_\_\_\_

**Person Reporting Incident (Note: If this is an anonymous report, leave name and phone # blank.)**

Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

1. Name of student victim: \_\_\_\_\_ Grade Level: \_\_\_\_\_  
(Please print)

2. Name(s) of alleged offender(s) (If known): \_\_\_\_\_ Grade Level \_\_\_\_\_ School (if known) \_\_\_\_\_ Is he/she a student?  
\_\_\_\_\_  
(Please print) \_\_\_\_\_  Yes  No  
\_\_\_\_\_  
(Please print) \_\_\_\_\_  Yes  No

3. Were you an eyewitness to this behavior?  Yes  No  
Name(s) of other witnesses (If known): \_\_\_\_\_ Grade Level \_\_\_\_\_ School (if known) \_\_\_\_\_ Is he/she a student?  
\_\_\_\_\_  
(Please print) \_\_\_\_\_  Yes  No  
\_\_\_\_\_  
(Please print) \_\_\_\_\_  Yes  No

4. On what date(s) did the incident happen? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Month / Day / Year  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Month / Day / Year  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Month / Day / Year

5. Place an **X** next to the statement(s) that best describes what happened (choose all that apply):
- Any bullying, harassment, or intimidation that involves physical aggression
  - Teasing, name-calling, making critical remarks, or threatening, in person or by other means
  - Getting another person to hit or harm the student
  - Making rude and/or threatening gestures
  - Demeaning and making jokes about the victim
  - Intimidating (bullying), extorting, or exploiting
  - Excluding or rejecting the student
  - Spreading harmful rumors or gossip
  - Electronic Communication (specify) \_\_\_\_\_
  - Other (specify) \_\_\_\_\_

6. Where did the incident happen (choose all that apply)?
- On school property
  - At a school-sponsored activity or event off school property
  - On a school bus
  - On the way to/from school
  - Other \_\_\_\_\_

7. What did the alleged offender(s) say or do? \_\_\_\_\_

\_\_\_\_\_

(Attach a separate sheet if necessary)

8. What factors contributed to the harassment, bullying or discrimination? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attach a separate sheet if necessary)

9. How has the student been impacted by this incident? \_\_\_\_\_

\_\_\_\_\_

10. Has the climate of the school been impacted by this incident?  Yes  No

11. 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?

12. Is there any additional information you would like to provide? (Attach a separate sheet if necessary) \_\_\_\_\_

\_\_\_\_\_

**I agree that all information on this form is accurate and true to the best of my knowledge.**

**Note: If this is an anonymous report, no signature is required.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_