



Student Violence / Harassment / Intimidation / Bullying

REPORTING FORM

(To be filed with any School District employee who will forward this document to the School Administrator).
This form is to be confidentially maintained in accordance with the Family Education Rights and Privacy Act (FERPA).

Directions: Bullying, harassment or intimidation are serious and will not be tolerated. If you are a student who has been targeted, the parent/guardian of a targeted student, a close adult relative of a targeted student, or a school staff member and wish to report an incident, please complete this form and return it the administrator at the student's school. Contact the school for additional information or assistance at any time.

"Bullying" is defined as a repeated act over time that:

- May occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment; or
- Has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable harm or damage; or
- Is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm; or
- May occur when there is a real or perceived imbalance of power or strength; or
- May constitute a violation of the law.

Today's Date: ___/___/___

School: _____

Name of Person Reporting Incident: _____

Telephone: _____ Email: _____ Relationship to Student _____

Are you (Check one): Student Student Witness/Bystander School Staff Member
 Parent/Guardian Close Adult Relative Other Adult

Name(s) of Student Target(s):	Name(s) of Alleged Offender(s):	Age	Name(s) of Witness(es)/Bystander(s)

1. On what date(s) did the incident(s) happen? ___/___/___ ___/___/___ ___/___/___

2. Where did the incident(s) happen? (Check all that apply):

- Bus Cafeteria Classroom Hallway On School Property
 Restroom School Activity/Event To/From School Other (specify) _____

3. What best describes what happened? (Check 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 student the target of jokes
 Excluding or rejecting the student
 Spreading harmful rumors or gossip
 Making rude and/or threatening gestures
 Intimidating (bullying), extorting, or exploiting
 Electronic Communication (specify) _____
 Other (specify) _____



Student Violence / Harassment / Intimidation / Bullying

REPORTING FORM

4. Was there an adult around at the time of the incident? Yes No

If so, who? _____

5. Include a brief description of what you saw and heard: (Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. *Be sure to include all relevant dates, times, and places.* Additional pages may be attached if necessary).

6. Proposed Solution: (Indicate what you think can and should be done to solve the problem. Be as specific as possible).

I certify this information is correct to the best of my knowledge.

Signature of Complainant: _____ Date: ____/____/____

Document received by: _____ Date: ____/____/____

Investigating official: _____ Date: ____/____/____