

BULLYING INCIDENT REPORT FORM

Bullying is defined as any behavior that intimidates, threatens, is abusive or harming to another individual, with an actual or perceived imbalance of power and is repeated or forms a pattern; or materially and substantially interferes with a student's education opportunity, performance, or participation in school functions and activities.

PLEASE COMPLETE AND RETURN TO THE SCHOOL OFFICE

Your Name: _____ Date of Incident: _____

Relationship to Victim: _____ Self _____ Parent/Guardian _____ Grandparent _____ Faculty/Staff
_____ Other (please list) _____

Did you witness the incident: _____ Yes _____ No if no, Name of person who reported this to you _____

Where did the incident occur: (please be specific) _____

Type of bullying: __ Verbal __ Non-Verbal __ Physical __ Cyber-Bullying __ Other,
Types of bullying behavior involved, see reverse side

Name of person(s) being bullied: _____

Name of person(s) who is/are bullying: _____

Name of person(s) who were bystanders/witnesses: _____

Briefly describe the incident: _____

Has this incident happened before: _____ Yes _____ No, If yes how many times: _____

How long ago did this happen: _____

CONTINUED ON BACK SIDE

Circle all behaviors that apply

PHYSICAL CONDUCT-*Harm to another's body or property*

- | | | | |
|----------------------------------|-----------|------------|---------------|
| -Threatening physical harm | -Pinching | -Tripping | -Scratching |
| -Making threatening gestures | -Biting | -Extortion | -Hair pulling |
| -Hitting | -Spitting | -Punching | -Slapping |
| -Cornering/blocking | -Kicking | -Theft | -Arson |
| -Destroying or defacing property | | | |

EMOTIONAL CONDUCT-*Harm to another's self-worth*

- | | |
|---|--|
| -Threatening to secure silence | -Name calling |
| -Challenging in public | -Taunting |
| -Insulting gestures | -Racial, Ethnic or Religious slurs or epithets |
| -Dirty looks | -Defacing or falsifying schoolwork |
| -Insulting remarks | -Insulting/degrading graffiti |
| -Harassing and/or frightening phone calls, emails, text or phone messages | |
| -Unwanted sexually suggestive remarks, images or gestures | |

RELATIONAL CONDUCT-*Harm to another through damage (or threat of damage) to relationship or feelings of acceptance, friendship or group inclusion*

- | | | |
|---|---------------------------------------|-------------------------------|
| -Using negative body language or facial expressions | -Threatening to end a relationship | |
| -Gossiping | -Starting/spreading rumors | -Playing mean tricks |
| -Insulting publicly | -Ignoring someone to punish or coerce | |
| -Exclusion | -Undermining other relationships | -Arranging public humiliation |
| -Ostracizing/total group rejection | | |

Describe any physical evidence that exists related to the incident (including physical marks, video/audio, printouts/screenshots of social media and other websites, emails, photos, text messages, etc.) Be advised that photos should be taken and printed off for all evidence contained on cellphones (i.e. text messages, photos, social media activity): _____

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action. The District prohibits retaliation (i.e. threats, rumor spreading, ostracism, assault, destruction of property, etc.) by a student or District employee against any person who makes a report of bullying in good faith, serves as a witness, or participates in an investigation.

Signature of person making the report

Date

DO NOT WRITE BELOW THIS LINE

Received by _____ Position _____ Date _____