

BULLYING, HARASSMENT OR INTIMIDATION REPORTING FORM

Directions: Bullying, harassment, and intimidation are serious and will not be tolerated. This is a form to report alleged bullying harassment, or intimidation that occurred during the current school year on school property, at a school-sponsored activity or event off school property, on a school bus, on the way to and/or from school*, or on the internet-sent on or off school property; or that substantially disrupted the orderly operation of the school.

Bullying, harassment, or intimidation means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:

- motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or,
- threatening or seriously intimidating; and,
- occurs on school property, at a school activity or event, or on a school bus; or,
- substantially disrupts the orderly operation of a school. "Electronic communication" means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager.

Bullying is further defined in school policy as:

- Power Imbalance – one child has power over the other(s)
- Intention to Harm – intended to harm or hurt others on purpose
- Repeated over time – gets worse with repetition, there is real or implied threat that the behaviour will not stop and in fact will become even more serious

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

PERSON REPORTING INCIDENT

Name: _____

Student Parent/guardian of a student Close adult relative of a student School Staff Bystander

1. Who did this happen to?: _____ Grade: _____

_____ Grade: _____

2. Who saw this happen? _____ Grade: _____

_____ Grade: _____

3. Who did this? _____ Grade: _____

_____ Grade: _____

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
- 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, extorting, or exploiting
- Spreading harmful rumors or gossip
- Related to the student's disability
- Related to the student's perceived sexual orientation
- Cyber bullying (e.g. social media including Facebook, Twitter, Vine, Instagram, etc.)
- Electronic communication (e.g. email, text, sexting, etc.) _____
- Racial Harassment
- Sexual Harassment
- Sexual in nature
- Other (specify) _____

6. Where did the incident happen (choose all that apply)?

- On school property
- On the way to/from school
- At a school-sponsored activity or event off school property
- Via Internet- sent on or off school property

7. Describe the incident(s), including what the alleged offender(s) said or did. _____

(Attach a separate sheet if necessary)

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

(Attach a separate sheet if necessary)

9. Did a physical injury result from this incident? Place an **X** next to one of the following:

- No
- Yes, but it did not require medical attention
- Yes, and it required medical attention

10. If there was a physical injury, do you think there will be permanent effects? Yes No

11. Did the student who this happened to miss any school as a result of the incident? Yes No

If yes, how many days were they absent from school as a result of the incident? _____

12. Did a psychological injury result from this incident? Place an **X** next to one of the following:

- No
- Yes, but psychological services have not been sought
- Yes, and psychological services have been sought

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

(Attach a separate sheet if necessary)

Signature: _____ **Date:** _____