



Bullying and/or Harassment Reporting Form Elementary/Middle School

Directions: Bullying and harassment are serious and will not be tolerated. This is a form to report alleged bullying and harassment 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 school staff member and wish to report an incident of alleged bullying and harassment, complete this form and return it to the Principal at the student victim's school. Contact the school for additional information or assistance at any time. *This form can be completed anonymously by omitting name and signature.*

Bullying and harassment means intentional, unwanted, and repeated verbal, physical, or written (including electronic) conduct that creates a hostile environment and substantially interferes with educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is motivated by an actual or perceived personal characteristic, such as race, national origin, marital status, sex, sexual orientation, gender identity, religion or disability, or is threatening or seriously intimidating.

PLEASE PRINT

Today's date _____ School _____

Person Reporting Incident: Name _____

Telephone _____ E-mail _____

Place a ✓ in the appropriate box: Student Parent/Guardian

School Personnel Other (relationship to student) _____

1. Name of student victim _____ Age _____

2. Name(s) of alleged bully/bullies (if known) _____ Age _____ Is he/she a student?

Name(s) of alleged bully/bullies (if known)	Age	Is he/she a student?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

3. When did the incident occur: Date(s) _____
and/or Number of time(s) _____

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

- In the classroom In the lunchroom In the hall In bathroom
 At recess At the bus stop On a school bus On a school computer
 On the way to/from school* On PE field Other _____

5. Tell **what** happened: (choose all that apply)

- Unfriendly teasing Intimidating Hitting/kicking Shoving/pushing Threatening Name calling
 Gossip and rumors being spread Cyber bullying Other _____

6. What did the alleged bully/bullies say or do? _____
_____ (attach a separate sheet if necessary)

7. Why do you think the bullying or harassment occurred? _____
_____ (attach a separate sheet if necessary)

* Information will be collected unless specifically excluded by local board policy

8. Did a physical injury result from this incident? *Place a ✓ next to one of the following:*
 No Yes, but it did not require medical attention Yes, and it required medical attention
 If yes, what was the injury? _____
9. Was the student victim absent from school as a result of this incident? Yes No
 If yes, how many days was the student victim absent from school as a result of the incident? _____
10. Who did you tell about the incident? (*list name*) Administrator _____ Teacher _____
 School Counselor _____ Other _____ No one
 If you told, how did you tell? _____ When did you tell? _____
11. List any other witnesses' names and grades: _____

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

Signature: _____ **Date:** _____

Thank you. This report will be followed up in a prompt manner. By completing this form, you are verifying that your statements are true and exact to the best of your knowledge. If you fear a student is in IMMEDIATE danger, please contact a trusted adult right away!

Do not file in the cumulative record

For Office Use Only	
Investigation Summary	
Date reporting form received: _____	Date action taken: _____
Administrator: _____	
<input type="checkbox"/> Cum Review	<input type="checkbox"/> Discipline Review
<input type="checkbox"/> Parent Contacted	<input type="checkbox"/> Bullying/Harassment Verified
Date of Parent Contact: _____ Method of Contact: _____	
Administrative Investigation Notes (use separate sheet if necessary): _____ _____	
Remedial Action(s) Taken: _____ _____	
Follow-up: _____	Date: _____
Student ID _____	Offense Code _____
Action (If needed) _____	Input By _____

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.