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

Policy 514F – Page 1
Circle all behaviors that apply

**PHYSICAL CONDUCT - Harm to another’s body or property**
- Threatening physical harm
- Making threatening gestures
- Hitting
- Cornering/blocking
- Destroying or defacing property
- Pinching
- Tripping
- Scratching
- Biting
- Extortion
- Hair pulling
- Spitting
- Punching
- Slapping
- Kicking
- Theft
- Arson

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

**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
- Gossiping
- Insulting publicly
- Exclusion
- Threatening to end a relationship
- Starting/spreading rumors
- Ignoring someone to punish or coerce
- Undermining other relationships
- Arranging public humiliation

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 ____________________

Received by __________________________________________ Position __________________________ Date _________________