

Bullying and Harassment Incident Intake Form

NOTE: Please return completed form to the High School or Elementary Principal's Office

Date: _____

Name of person writing this report: _____

Check whether you are the: Target of the behavior Reporter (not the target)

Check whether you are a: Student Staff member (specify role): _____

Parent Administrator Other (specify): _____

Name of student bullied/harassed (target): _____

School: _____ Grade: _____

Name(s) of bully/ies: _____

Description of incident(s) (answer who, what, where, when, how) (use another sheet if necessary):

Where did the incident happen? Check all that apply:

Bus

Internet/Social Media

Cafeteria

Locker Room

Classroom

Restroom

Gym

School sponsored activity or event

Hallway

To/from school

Other: _____

Name(s) of witnesses (teachers, staff, other students): _____

Has this kind of incident happened to the target before?

Yes

No

If yes, how many times? _____ When? _____

Has this kind of incident happened to anyone else?

Yes

No

If yes, who? _____

Has this kind of incident happened involving this/these bully/ies before?

Yes

No

Continued on back

Circle all behaviors that apply.

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

- | | | | |
|------------------------------|---------------|----------------------------------|------------------------|
| -Threatening physical harm | -Pinching | -Tripping | -Assault with a weapon |
| -Making threatening gestures | -Scratching | -Biting | -Extortion |
| -Starting a fight | -Hair pulling | -Hitting | -Sexual assault |
| -Cornering or blocking | -Spitting | -Punching | -Arson |
| -Pushing | -Slapping | -Destroying or defacing property | -Homicide |
| | -Kicking | -Theft | |

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

- | | | |
|------------------------|--|---|
| -Challenging in public | -Name Calling | |
| -Insulting gestures | -Taunting | -Insulting/degrading graffiti |
| -Dirty looks | -Racial, ethnic or religious slurs or epithets | -Harassing and/or frightening phone calls, emails, text or phone messages |
| -Insulting remarks | -Insulting remarks | -Unwanted sexually suggestive remarks, images or gestures |
| | -Defacing or falsifying schoolwork | |

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 | -Playing mean tricks | -Passively not including in group |
| -Threatening to end a relationship | -Insulting publicly | -Exclusion |
| -Gossiping | -Ruining a reputation | -Ostracizing / total group rejection |
| -Starting/spreading rumors | -Ignoring someone to punish or coerce | -Arranging public humiliation |
| | -Undermining other relationships | |

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.): _____

****Where possible, please attach copies of all evidence information to this report. ****

This form is for reporting purposes only and not to be used to interview or interrogate an individual. Any and all information contained in this report is to remain confidential, and is not to be shared with any outside party. Anyone who wishes to make a report of bullying may use this form as an initial step in the process. Other methods of reporting include contacting a teacher, counselor, principal or other District employee.

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.

Additional comments:

Signature of person making the report

Date

Form given to: _____ Position: _____ Date: _____