HARASSMENT OR INTIMIDATION (BULLYING) REPORTING FORM

Directions: Harassment and intimidation (bullying) are serious and will not be tolerated. This is a form to report alleged harassment and intimidation (bullying) 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 close adult relative of a student victim, or a school staff member and wish to report an incident of alleged harassment or intimidation (bullying), 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.

Harassment and bullying shall mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that: (a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying shall include, but not be limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For the purposes of this definition the term "threats, intimidation or abuse" shall include verbal and non-verbal actions. Cyberbullying shall mean harassment or bullying as defined above where such harassment or bullying occurs through any form of electronic communication.

Today’s date: _________ / _________ / ___________ School: ______________________________________________
Month Day Year
School System: _______________________________________

PERSON REPORTING INCIDENT
Name: ___________________________________________________
Telephone: ___________________________        E-mail: ___________________________________________________

Place an X in the appropriate box: □ Student □ Parent/guardian □ Close adult relative □ School Staff

1. Name of student victim: ___________________________________________________________ Age: _________
   (Please print)

2. Name(s) of alleged offender(s) (If known): (Please print) Age       School   Is he/she a student?
   (if known)                        (if known)                      □ Yes □ No
                                                                                     □ Yes □ No
                                                                                     □ Yes □ No
                                                                                     □ Yes □ No

3. On what date(s) did the incident happen?:
   _ / _______/ _________           _______ / _______ / ________          _______ / ________/ _________
   Month               Day            Year         Month               Day            Year         Month               Day          Year

4. Where did the incident happen (choose all that apply)?
   □ On school property       □ At a school-sponsored activity or event off school property
   □ On a school bus          □ On the way to/from school*

5. Place an X next to the statement(s) that best describes what happened (choose all that apply):
   □ Hitting, kicking, shoving, spitting, hair pulling, or throwing something
   □ 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
6. What did the alleged offender(s) say or do?
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

(Attach a separate sheet if necessary)

7. What are the circumstances under which this (bullying) occurred?
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

(Attach a separate sheet if necessary)

8. 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

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

10. Was the student victim absent from school as a result of the incident?  ☐  Yes  ☐  No
    If yes, how many days was the student victim absent from school as a result of the incident?  __________

11. Is there any additional information you would like to provide?
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

(Attach a separate sheet if necessary)

Signature: ____________________________ Date: ______________________

Administrative Use:
What response/action was taken in regard to this matter?

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

Cortland Enlarged City School District  8-2014