

# South Harrison Township Elementary School

## Harassment, Intimidation & Bullying Reporting Form

**Directions:** Harassment, bullying and intimidation are serious and will not be tolerated. Use this form to report alleged harassment, intimidation and bullying. Complete this form and return it to the School Anti-Bullying Specialist or Principal.

**"Harassment, intimidation or bullying"** means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds and substantially disrupts or interferes with the orderly operation of the school or rights of other students. "Electronic communication" means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer or pager.

1. Name of Person Reporting Incident: \_\_\_\_\_

Date: \_\_\_\_\_

Place an X in the appropriate box:

- \_\_\_\_\_ School Faculty/Staff    \_\_\_\_\_ Student •    \_\_\_\_\_ Student-Witness/Bystander
- \_\_\_\_\_ Parent/Guardian    \_\_\_\_\_ Close Adult Relative • Other \_\_\_\_\_

2. Name of Victim: \_\_\_\_\_

Grade: \_\_\_\_\_ (Homeroom \_\_\_\_\_)

Date of Incident: \_\_\_\_\_

3. Name of alleged offender(s) and grade.

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

\_\_\_\_\_ School Property: Identify: \_\_\_\_\_

\_\_\_\_\_ School-Sponsored Function: Identify function: \_\_\_\_\_

\_\_\_\_\_ School Bus: Identify: \_\_\_\_\_

\_\_\_\_\_ Off School Grounds: Describe: \_\_\_\_\_

5. Check all or perceived characteristics that were or may have been motivational factors in the alleged bullying incident:

- \_\_\_\_\_ Race • \_\_\_\_\_ Color • \_\_\_\_\_ Sexual Orientation \_\_\_\_\_ National Origin •  
\_\_\_\_\_ Gender • \_\_\_\_\_ Ancestry \_\_\_\_\_ Gender Identity and Expression •  
\_\_\_\_\_ Religion \_\_\_\_\_ Mental or Physical or Sensory Disability  
\_\_\_\_\_ Other actual or perceived characteristic (specify):  
\_\_\_\_\_

6. Place an X next to the statement(s) that best describes what happened (choose all that apply):

- \_\_\_\_\_ Any harassment, intimidation that involves physical aggression  
\_\_\_\_\_ Excluding or rejecting the student  
\_\_\_\_\_ Getting another person to hit or harm the student •  
\_\_\_\_\_ Spreading harmful rumors or gossip  
\_\_\_\_\_ Teasing, name-calling, making critical remarks, or threatening, in person or by other means •  
\_\_\_\_\_ Intimidating, extorting, or exploiting  
\_\_\_\_\_ Demeaning and making the student a victim of jokes •  
\_\_\_\_\_ Electronic communication (specify) \_\_\_\_\_  
\_\_\_\_\_ Making rude and/or threatening gestures •  
\_\_\_\_\_ Other \_\_\_\_\_

7. Identify what harm you believe was or may have been caused by the alleged incident. Choose all that apply:

- \_\_\_\_\_ Substantial disruption or interference with orderly operation of school or rights of others  
\_\_\_\_\_ Physical or emotional harm  
\_\_\_\_\_ Insulting or demeaning  
\_\_\_\_\_ Created a hostile educational environment  
\_\_\_\_\_ Interfered with student's education

8. Is there any additional information you would like to provide? • Yes (see below) • No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please add any other pertinent information on reverse of form or on a separate sheet.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_