



# Harassment, Intimidation or Bullying Incident Reporting Form

The district is committed to a safe, civil educational environment for all students that is free from harassment, intimidation and bullying. Complete this form to report an incident and return to the school principal.

**Reporting person** (optional) \_\_\_\_\_

**Targeted student** \_\_\_\_\_ **School** \_\_\_\_\_

**Your email address** (optional) \_\_\_\_\_

**Your phone number** (optional) \_\_\_\_\_ **Today's date** \_\_\_\_\_

**Name of school adult you've already contacted** (if any) \_\_\_\_\_

**Name(s) of bullies** (if known) \_\_\_\_\_

**Incident(s) date(s)** (if known) \_\_\_\_\_

**Where did the incident happen?** Check all that apply.

- Classroom  Hallway  Restroom  Playground  Locker Room  Lunchroom  Sport field   
 Parking Lot  School bus  Internet  Cell phone  During a school activity  Off school Property   
 On the way to/from school  Other (please describe) \_\_\_\_\_

**Please check the box that best describes what the bully did.** Please choose all that apply.

- Hitting, kicking, shoving, spitting, hair pulling or throwing something at the student  
 Getting another person to hit or harm the student  
 Teasing, name calling, making critical remarks or threatening in person, by phone, or electronically  
 Putting the student down and making the student a target of jokes  
 Making rude and/or threatening gestures  
 Excluding or rejecting the student  
 Making the student fearful, demanding money or exploiting  
 Spreading harmful rumors or gossip  
 Cyber bullying (bullying by calling, texting, emailing, web posting, etc.)  
 Other (please describe) \_\_\_\_\_

**Why do you think the harassment, intimidation or bullying occurred?**

**Were there any witnesses?** Yes  No  If yes, please provide their names:

**Did a physical injury result from this incident?** Yes  No  If yes, please describe.

**Was the targeted student absent from school as a result of the incident?** Yes  No   
If yes, please describe.

**What additional information can you provide?**

**Thank you for reporting!**

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**For Office Use**

**Received by** \_\_\_\_\_ **Date received** \_\_\_\_\_

**Action taken** \_\_\_\_\_

**Parent/Guardian contacted** \_\_\_\_\_

**Select one:** Resolved      Unresolved      **Date** \_\_\_\_\_

**Referred to** \_\_\_\_\_