

## **Bullying, Intimidation, Violence, Threat of Violence Incident Reporting Form**

Bullying is defined as a continuous pattern of intentional behavior where there is an imbalance of power. This includes but is not limited to cyberbullying, written or electronic, verbal or physical acts or gestures by an individual or group that is reasonably perceived to be threatening by the student-victim.

In an effort to minimize this type of behavior the SCBOE has created a process whereby a student, parent, guardian, or bystander may report instances of bullying to the school administrator for further review and investigation. The Bullying Reporting Form is available at the local school, or through the school district's website and must be delivered to the principal or principal's designee. All reported incidents of bullying are investigated, and when necessary, school administrators will apply appropriate disciplinary consequences.

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### **Reporter Information:**

Have you submitted a bullying report form previously?  Yes  No

Have you contacted an adult regarding this issue?  Yes  No

Reporter's name (optional): \_\_\_\_\_

School name: \_\_\_\_\_

You are:  Student  Parent/Guardian  Relative  School staff  Other: \_\_\_\_\_

You are:  Victim  Witness/Bystander  Other: \_\_\_\_\_

If you would like someone to contact you, please provide your phone number: \_\_\_\_\_

### **Incident Information:**

Date and time of incident: \_\_\_\_\_

Name of the victim: \_\_\_\_\_

Name of the alleged aggressor: \_\_\_\_\_

Are there any additional witnesses to the alleged event?  Yes  No  Unsure

If yes, please provide names and grade level information. If you are not sure of the names, please describe him/her/them:

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**Is there any additional information that you would like to provide?**

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**Location of Incident: *be specific, and include the campus name.***

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**Why do you feel you were targeted in these alleged incidents of bullying?**

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**Type of Bullying (please check all that apply):**

- Moderate physical contact (shoving, pushing, snatching personal property, etc.)
- Severe physical contact (hitting, punching, kicking, spitting, etc.)
- Stalking either in person or online
- Teasing/Name calling/Demeaning jokes
- Verbal intimidation
- Inappropriate gesturing
- Theft
- Exclusion/Rejection
- Destruction of property
- Sexual contact
- Verbal harassment
- Spreading rumors
- Threats
- Electronic communications (texts, sexts, email, etc.)
- Public humiliation/Ridicule
- Cyberbullying/Cyber-harassment/Trolling

**This behavior is:**

- Related to student's perceived sexual orientation or gender identity
- Related to student's religious beliefs
- Related to student's racial or cultural background
- Related to student's disability
- Other: \_\_\_\_\_
- None of the above descriptions apply to this situation

**Please describe this incident and include as many details as possible (attach additional pages, screenshots, photos, letters, texts, etc.):**

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Did a physical injury occur from this incident?  No

- Yes, but it did not require medical attention
- Yes, and it required medical attention (specify): \_\_\_\_\_
- Yes, but not reported to school

Did the victim miss school due to the incident?  No

- Yes, how many days was the student absent as a result of the incident? \_\_\_\_\_

Was the incident reported to the school?  No  Yes, date reported: \_\_\_\_\_

Was law enforcement notified?  Yes  No

Is there any additional information that you would like to provide?

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I certify that there is no falsification of the above information and events are accurately depicted to the best of my knowledge.

\_\_\_\_\_  
Signature of Reporter

\_\_\_\_\_  
Date