

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.

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:

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

Location of Incident:

School campus (specify campus and specific location): _____

School event (specify event and specific location): _____

School bus (specify bus number): _____

Electronic device (possible screenshots to accompany this form is helpful)

Other (please specify): _____

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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.):

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?

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