



HARRASSMENT 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 aggrieved or the parent/guardian of a student aggrieved and wish to report an incident of alleged harassment or intimidation (bullying), complete this form and return it to the Administrative office. Contact the school for additional information or assistance at any time.

Harassment and intimidation (bullying) means conduct, including verbal conduct, that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being, and is motivated by an actual or a perceived personal characteristic such as race, national origin, marital status, sex, sexual orientation, gender identity, religion or disability, or is threatening or seriously intimidating.

Today's date: _____ / _____ / _____
Month Day Year

School: _____

PERSON REPORTING INCIDENT

Name: _____

Telephone: _____

E-mail: _____

Place an **X** in the appropriate box:

Student

Parent/Guardian

1. Name of student aggrieved: _____ Age: _____

2. Name(s) of alleged offender(s) (if known): (please print)

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 _____ On a school bus _____ At a school-sponsored activity or event off school property

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
- _____ Intimidating (bullying), extorting, or exploiting
- _____ Spreading harmful rumors or gossip

____ Other (specify) _____

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

6. What did the alleged offender(s) say or do? _____

(attach a separate sheet if necessary)

7. Why did the harassment or intimidation (bullying) occur? _____

(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 aggrieved absent from school as a result of the incident? ____ Yes ____ No
If yes, how many days was the student aggrieved absent from school as a result of the incident?

11. Did a psychological injury result from this incident? Place an **X** next to one of the following:

____ No ____ Yes, psychological services have not been sought ____ Yes, psychological services have been sought

12. Is there any additional information you would like to provide? _____

(attach a separate sheet if necessary)

Signature: _____ **Date:** _____

PROCEDURE

1. Forms for reporting bullying may be obtained at the front desk, from a clinician, or from the website. At the start of each new school year, a copy of the reporting form will be included in the annual parent pack.
2. Administration in conjunction with clinical will investigate the alleged incident to verify those involved and the particulars of the event.
3. Neither victim nor witnesses should be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or if a hearing may result from the ultimate outcome of the investigation. Efforts should be made to increase the confidence and trust of the victim and any witnesses. They will be informed that any information discussed and recorded will be confided to "need to know" status.
4. Parents of both the student aggrieved and the offender will be contacted.
5. Administrators in conjunction with clinical will apply both consequences and/or remedial actions. A continuation of the act by the offender will require further consequences.
6. A written log of the incident will be maintained, disciplinary action(s) taken, statements made, and any evidence maintained while any criminal investigation is ongoing.
7. Separate parent conferences with parents of both the victim and offender(s) will be scheduled within a two (2) week period to discuss the event and action to be taken. After four (4) weeks, the victim and his/her family will have a follow up conference scheduled to ensure bullying has ceased.
8. Any criminal behavior according to COMAR 13A.08.01.15 will be reported to law enforcement.