

**COMPLAINANT BULLYING / HARASSMENT
INCIDENT REPORT**

Complainant may not be able to complete this form independently. Assistance may be provided, as needed.

COMPLAINANT / REPORTER (PERSON MAKING THE ALLEGATION OF BULLYING/HARASSMENT)

TODAY'S DATE:

NOTE: *This could be the victim, a witness, a teacher, a parent, etc. Indicate which in the boxes provided.*

NAME OF COMPLAINANT / REPORTER:

CHECK ONE: ☐ Student ☐ Staff ☐ Parent/Guardian ☐ Other**TARGET (VICTIM OF THE ALLEGED INCIDENT)**

NAME OF TARGET:

CHECK ONE: ☐ Student ☐ Staff

BUILDING / SCHOOL:

GRADE / POSITION (if known):

GENDER AT BIRTH: ☐ Female ☐ Male**OFFENDER (PERSON OR PEOPLE WHO ARE ACCUSED OF BULLYING/HARASSING BEHAVIOR)**

NAME OF ALLEGED OFFENDER:

CHECK ONE: ☐ Student ☐ Staff ☐ Other:

BUILDING / SCHOOL:

GRADE / POSITION (if known):

INCIDENT INFORMATIONDATE OF INCIDENT: *The date the behavior occurred may be different than the date this form is completed.*PLACE OF INCIDENT: *Be specific. Where bullying/harassment occurred could be a specific area of school or outside of school.*

TYPE OF BULLYING / HARASSMENT (check all that apply):

Indicate what form the behavior took. Refer to "Types of Bullying/Harassment" on reverse side for definitions.☐ VERBAL ☐ PHYSICAL ☐ ELECTRONIC ☐ WRITTEN ☐ SOCIAL/RELATIONAL☐ OTHER *If other, please specify:*

BRIEF DESCRIPTION OF INCIDENT:

Provide details about the incident and include any injury or damage. If needed, attach additional details in a separate document.

NAME(S) OF WITNESS(ES):

EVIDENCE OF THE INCIDENT:

If possible, also attach documentation that may be helpful in the investigation. This could include printouts of email, Facebook messages, text messages, letters, photos, etc.

ADDITIONAL COMMENTS OR INFORMATION, INCLUDING REMEDY REQUESTED:

*Include any other information that would be helpful in investigating or understanding this incident, as well as the remedy requested.***PLEASE SIGN BELOW (ALL REPORTS WILL BE INVESTIGATED CONFIDENTIALLY)**

I agree that all of the information on this form is accurate and true to the best of my knowledge.

COMPLAINANT / REPORTER SIGNATURE

DATE

TYPES OF BULLYING AND HARASSMENT

“Harassment” and “bullying” mean any repeated and targeted electronic, written, verbal, or physical act or conduct toward an individual based on any trait or characteristic of the individual which that creates an objectively hostile school environment that meets one or more of the following conditions:

1. Places the individual in reasonable fear or harm to the individual's person or property.
2. Has a substantial detrimental effect on the individual's physical or mental health
3. Has the effect of substantially interfering with the individual's academic or career performance.
4. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities or privileges provided by a school.

Verbal bullying is name-calling, making offensive remarks, or joking about a person's religion, gender, ethnicity, socioeconomic status, or the way they look. Excessive teasing meant to hurt someone's feelings is also verbal bullying. For example, if there was a group of kids who made fun of another kid because he couldn't run as fast as everyone else, it would be an example of verbal bullying.

Physical bullying includes any physical contact that would hurt or injure a person like hitting, kicking, punching, pinching, scratching, spitting etc. Taking something that belongs to someone else and destroying it would also be considered a type of physical bullying. For example, it would be physical bullying if someone was walking down the street and someone came up to them and shoved them to the ground.

Electronic bullying is done by sending messages, pictures, or information using electronic media, computers (email, instant messages, chat-rooms, social networking sites), or cell phones (text messaging, photo/video messaging & voicemail). An example of electronic bullying would be writing nasty comments or threats to a person on Facebook.

Written bullying includes bullying behavior that is only displayed through written materials – notes, letters, blogs, etc.

Social/relational bullying not only focuses on the victim, but many times, the victim's family and home are targeted also. Social/relational bullying happens when there is harm to someone's self-esteem or feeling of safety. Social/relational bullying is common among girls, although some boys sometimes use it. This is also the most difficult type of bullying to demonstrate or protect against. Social/relational bullying can include social alienation – excluding someone from a group on purpose.