

BULLYING, HARASSMENT OR INTIMIDATION REPORTING FORM

The School District of New Berlin considers bullying, harassment, or intimidation to be a violation of the values governing interpersonal relationships and will not be tolerated. This form has been developed to provide a consistent method of reporting alleged bullying, harassment, or intimidation that occurred on school property; at a school-sponsored activity, on a school bus, or transmitted by means of an electronic device. If you are a student victim, or the parent/guardian of a student victim, or a school staff member and wish to report an incident of alleged bullying, harassment, or intimidation, complete this form and return it to a school administrator at the student victim's school.

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

School: _____

PERSON REPORTING INCIDENT

Name: _____

Telephone: (_____) _____ E-Mail: _____

Place an X in the appropriate box: Student Student (Witness/Bystander) Parent/guardian School Staff
 Other (describe) _____

1. Name of victim (please print): _____ Age: _____

2. Name(s) of alleged offender(s) (if known): (please print)	Age	School (if known)	<input type="checkbox"/> Is he/she an employee? <input type="checkbox"/> Is he/she a student?
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. On what date(s) did the incident happen? _____ / _____ / _____ _____ / _____ / _____ _____ / _____ / _____
Month Day Year Month Day Year Month Day Year

4. Type of Harassment alleged: Sexual Racial Religious Physical Violence Cyber

5. Place an **X** next to the statement(s) that best describes what happened (choose all that apply):
- Any bullying, harassment, or intimidation that involves physical aggression
 - 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
 - Excluding or rejecting the student
 - Intimidating (bullying), extorting, or exploiting
 - Spreading harmful rumors or gossip
 - Electronic communication (specify) _____
 - Inappropriate touching
 - Physical violence
 - Public humiliation
 - Other (specify) _____

6. Where did the incident happen (choose all that apply)?
- | | | |
|---|---|---|
| <input type="checkbox"/> On school property | <input type="checkbox"/> At a school-sponsored activity or event off property | <input type="checkbox"/> Off campus |
| <input type="checkbox"/> On a school bus | <input type="checkbox"/> On the way to/from school | <input type="checkbox"/> Electronically |

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

(Attach a separate sheet if necessary)

8. Why did the bullying, harassment or intimidation occur? _____

(Attach a separate sheet if necessary)

9. Physical evidence: Graffiti Notes E-Mail Websites Video/Audio
 Other _____

10. 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

11. Was the victim absent from school as a result of the incident? Yes No
If yes, how many days was the student victim absent from school as a result of the incident? _____

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

(Attach a separate sheet if necessary)

.....
I certify that all statements made above are true to the best of my knowledge. I understand that if I falsify this document, I can be held subject to consequences at school and by legal authorities if applicable.

Signature of Person submitting report

Date

Staff Signature

Title

Parent Contacted: Date: _____

Time: _____

Date: _____

Time: _____