

Harassment Incident Report Form

Directions: This form is to be completed to report alleged harassment, discrimination and/or bullying that occurred on school property, at a school sponsored activity or event off school property, a school bus or in the way to and/or from school. Complete this form and return it to the Principal at the student's school.

Dignity for All Students Act

The Dignity for All Students Act states that no student shall be subjected to harassment or discrimination by employees or students on school property or at a school functions. Harassment is defined by the Dignity For All Students Act as, "The creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have an effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such conduct, verbal threats, intimidation, or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religious practice, religion, sex, disability, gender, sexual orientation, etc.

<u>Person Reporting Incident</u>	
Name	Date
Home Phone Number	Mobile Phone Number
Home Address	
Email Address	
Check the appropriate box: <input type="checkbox"/> Student <input type="checkbox"/> Witness/Bystander	
<input type="checkbox"/> Parent/Guardian <input type="checkbox"/> School Staff	

Name of alleged victim(s) 1) _____ Grade/Age _____
 2) _____ Grade/Age _____
 3) _____ Grade/Age _____
 4) _____ Grade/Age _____

Name of alleged offender(s) 1) _____ Grade/Age _____
 2) _____ Grade/Age _____
 3) _____ Grade/Age _____
 4) _____ Grade/Age _____

Name of alleged witness(es) 1) _____ Grade/Age _____
 2) _____ Grade/Age _____
 3) _____ Grade/Age _____
 4) _____ Grade/Age _____

On what date(s) did the incident happen? _____

Where did the incident(s) happen? (Check all that apply)

- School Property Identify _____
- School Sponsored Function Identify Function _____
- School Bus Identify _____
- Off School Grounds Describe _____

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

Who else have you reported or spoken to about the incident?

Please check the statement(s) that best describe what happened (check all that apply)

- Any harassment or intimidation that involves physical aggression.
If checked did physical injury result from this incident (describe) _____
- Getting another person to hit or harm the student
- Teasing, name calling, making critical remarks
- Threatening in person or by other means
- Demeaning and making the student a target of jokes
- Making rude, lewd and/or threatening gestures
- Excluding or rejecting the student
- Intimidating (i.e., bullying), extorting or exploiting
- Spreading harmful rumors or gossip
- Theft or destruction of student's property
- Electronic communication (specify) _____
- Other _____

Check all or perceived characteristics that was or may have been motivational factors in the alleged incident that you are aware of:

- | | | | |
|--------------------------------|-------------------------------------|---|---|
| <input type="checkbox"/> Race | <input type="checkbox"/> Weight | <input type="checkbox"/> National origin | <input type="checkbox"/> Ethnic group |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Disability | <input type="checkbox"/> Gender | <input type="checkbox"/> Sexual orientation |
| <input type="checkbox"/> Color | <input type="checkbox"/> Religion | <input type="checkbox"/> Religious practice | <input type="checkbox"/> Other _____ |

Was the student absent from school as a result of the incident? yes no

Is there any additional information you would like to provide?
