

Attachment 1

BULLYING, HARASSMENT, OR INTIMIDATION REPORTING FORM**Directions:**

The Bullying, Harassment or Intimidation Reporting Form should be used to report alleged incidents of bullying, harassment, or intimidation that occurred during the current school year on school property, at a school-sponsored activity or event off school property, on a school bus, on the way to and/or from school, or through electronic communication on or off school property. School staff will address incidents that occur at school or have a connection or nexus back to the school setting that create a risk of harm to other students while they are at school or interfere with the educational environment.

If you are a student, the parent/guardian or caregiver of a student, a close adult relative of a student, a school staff member, or a bystander and wish to report an incident of alleged bullying, cyberbullying, harassment, or intimidation, please complete this form and return it to the school principal.

You may contact the school for additional information or assistance at any time. (Bullying, cyberbullying, harassment, and intimidation definitions are provided below.) A student who wishes to report bullying, harassment, or intimidation by an ACPS employee is directed to file a staff complaint pursuant to Policy GBN.

Definitions:

Bullying*– is unwanted, demeaning behavior among students that involves a real or perceived power imbalance. The behavior is repeated, or is highly likely to be repeated, over time. In order to be considered bullying, the behavior must be intentional and include: 1) *An imbalance of power* (students who bully use their physical, emotional, social, or academic power to control, exclude, or harm others), and 2) *Repetition* (bullying behaviors happen more than once or are highly likely to be repeated based on evidence gathered).

Cyberbullying*– is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through texting, apps, or online via social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or hurtful content about another student. It can include sharing personal or private information about someone else causing embarrassment or humiliation.

Harassment – includes actual or perceived negative actions that offend, ridicule, or demean another student with regard to race, ethnicity, national origin, immigration status, family/parental or marital status, sex, sexual orientation, gender identity, gender expression, religion, ancestry, physical attributes, socioeconomic status, physical or mental ability, or disability.

Intimidation – is any communication or action directed against another student that threatens or induces a sense of fear and/or inferiority. Retaliation may be considered a form of intimidation.

BULLYING, HARASSMENT, OR INTIMIDATION REPORTING FORM

(PLEASE PRINT ALL INFORMATION)

Today's date: ____/____/____ School: ____
Month Day Year

PERSON REPORTING INCIDENT

Name: _____

Telephone: _____

E-mail: _____

Place an **X** in the appropriate box: ☐ Student ☐ Parent/guardian/caregiver of a student ☐ Close adult relative of a student
☐ School staff ☐ Bystander

1. Alleged Targeted Student(s)

Name:	Age:	Days absent as a result of the incident: (if known)

2. Alleged Witness(es) (if known)

Name	School: (if known)	Age: (if known)	Student: (Y/N)	Days absent as a result of the incident: (if known)

3. Alleged Offender(s) (if known)

Name	School: (if known)	Age: (if known)	Student: (Y/N)	Days absent as a result of the incident: (if known)

4. On what date(s) did the incident(s) happen?

____/____/____
Month Day Year

____/____/____
Month Day Year

____/____/____
Month Day Year

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 | ☐ Actions/comments related to the student's academic performance |
| ☐ Cyberbullying (social media, text messages, etc.) | ☐ Actions/comments related to the student's perceived sexual orientation |
| ☐ Getting another person to hit or harm the student | ☐ Actions/comments related to the student's physical appearance |
| ☐ Teasing, name-calling, making critical remarks, or threatening the student, in person or by other means | ☐ Gang related/gang recruitment |
| ☐ Demeaning or making the student the victim of jokes | ☐ Human trafficking/prostitution recruitment |
| ☐ Making rude and/or threatening gestures | ☐ Gender identity harassment |
| ☐ Excluding or rejecting the student | ☐ Racial/ethnic harassment |
| ☐ Intimidating, extorting, exploiting the student | ☐ Sexual harassment |
| ☐ Actions/comments related to the student's disability | ☐ Actions/comments of a sexual nature |
| ☐ Other: (Please Specify) _____ | ☐ An act or threat of retaliation |
| | ☐ Spreading hurtful rumors or gossip |

6. Where did the incident happen? (Place an X next to the statement(s); choose all that apply)

- ☐ On school property (please specify location) _____
- ☐ On the way to/from school*
- ☐ On a school bus
- ☐ Off school property or at a school-sponsored activity or event
- ☐ Digital device on school property ☐ Digital device off school property ☐ During virtual learning
- ☐ Other (please specify): _____

*Will be collected unless specifically excluded by local board policy

7. Describe the incident(s), including what the alleged offender(s) said or did.

8. Why do you think the bullying, cyberbullying, harassment, and/or intimidation occurred?

9. 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

10. If there was a physical injury, do you think there will be permanent effects? ☐ Yes ☐ No

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

- ☐ No ☐ Yes, but psychological services have not been sought ☐ Yes, and psychological services have been sought

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

Signature: _____ **Date:** _____

Attachment 2

BULLYING, HARASSMENT OR INTIMIDATION INVESTIGATION FORM

Directions: *The Bullying, Harassment or Intimidation Investigation Form* is a tool for school administration or an administrative designee to investigate reports of bullying, harassment or intimidation that have been documented on a *Bullying, Harassment, or Intimidation Form*. School administration or an administrative designee are to utilize the *Bullying, Harassment, or Intimidation Investigation Form* to promptly and appropriately investigate reports of bullying, harassment or intimidation consistent with due process rights, within two school days after receipt of a reporting form or as timely as possible for school administration or administrative designee.

School Personnel Completing Form: _____ Position: _____

Today's date: _____ / _____ / _____ School: _____
Mon Day Year

Person Reporting Incident (From reporting form)

Name: _____

Phone: _____ E-mail: _____

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

☐ Student ☐ Parent/Caregiver ☐ Close adult relative ☐ School Staff ☐ Bystander

1. Alleged Targeted student(s)

Name	Age	IEP Y/N	Days absent as a result of the incident:

2. Alleged Witnesses

Name	Age: (if known)

3. Alleged Offender(s)

Name	Age:(if known)	School (if known)	Student Y/N	IEP Y/N	Days absent as a result of the incident:

4. Investigative Actions:

a. Interviews Conducted (check all that apply):

- ☐ Person Reporting Alleged Incident ☐ Alleged Targeted student ☐ Alleged Offender ☐ Alleged Witnesses
☐ School Nurse ☐ SRO/Law Enforcement ☐ Alleged Targeted student's parent/caregiver ☐ Alleged Offender's parent/caregiver
☐ School Staff ☐ Previously Investigated and Documented Date ____ / ____ / ____
Month Day Year
☐ Other (specify) _____

b. Relevant Documentation/Evidence Collected/Reviewed (check all that apply):

- ☐ Witness Statements ☐ Law Enforcement Documentation ☐ Medical Records ☐ Social Media Sites ☐ Video Evidence ☐ Conducted student record review ☐ Other (specify) _____

5. Alleged motive as to why the harassment, intimidation, or bullying occurred (choose all that apply)

- | | | |
|---|---|---|
| ☐ Because of race/ethnicity | ☐ Because of sexual orientation | ☐ Gang related/Gang recruitment |
| ☐ Because of national origin | ☐ Because of gender expression | ☐ Human trafficking/Prostitution recruitment |
| ☐ Because of religion | ☐ Because of gender identity | ☐ Because of another reason (specify) _____ |
| ☐ Because of sex | ☐ Because of disability | ☐ The reason is unknown |
| ☐ Because of immigration status | ☐ Because of physical appearance | ☐ Determined not to be Bullying |
| ☐ Because of family/parental or marital status | ☐ To impress others | ☐ Determined not to be Harassment |
| ☐ Because of socio-economic status | ☐ Just to be mean | ☐ Determined not to be Intimidation |
| | ☐ Retaliation | |

6. Where was the incident reported to have happened (choose all that apply)

- ☐ On School Property: ☐ School Cafeteria ☐ Classroom ☐ Media Center ☐ Office Area ☐ Hallway/Stairs/Transitions
☐ Playground/Campus ☐ School Sponsored After School Program ☐ Lavatory ☐ Locker room/Gym
☐ On the way to/from school
☐ On a school bus
☐ Off school property or at a school-sponsored activity or event ☐ Digital Device on School Property
☐ Digital Device Off School Property ☐ Digital Device During Virtual Learning ☐ Other: _____

7. Outcome of the Investigation

- ☐ It was determined that an incident(s) of bullying, harassment or intimidation has occurred and the appropriate consequences, interventions and supports have been applied based on local school system policies and procedures.
☐ It was determined **not** to be bullying, harassment or intimidation due to a lack of a preponderance of evidence.
☐ This has been identified as a false allegation.
☐ The alleged incident could not be verified as bullying, harassment or intimidation.
☐ Determined as a conflict or other inappropriate behavior, and did not rise to the level of bullying, harassment or intimidation.

8. Interventions/Supports for Offender(s) (choose all that apply)

- | | |
|---|--|
| ☐ Administrative Conference with student | ☐ Behavior contract |
| ☐ Restorative Approach | ☐ Alternative placement/setting |
| ☐ Referral to School Counselor or Student Support Team | ☐ Community Service |
| ☐ Parent-outreach (phone call, email, text message) | ☐ Separation from other student to include transfer or change in schedule |
| ☐ Student/Parent conference | ☐ Referral to Law Enforcement |
| ☐ Detention | ☐ Consult with IEP Chair |
| ☐ In-school suspension | ☐ Other (specify) _____ |
| ☐ Out-of-school suspension | |

9. Interventions/Supports for Targeted Student(s) (choose all that apply)

- | | |
|---|---|
| ☐ Plan of Support to include a "go to" adult in the school | ☐ School Counseling Supports |
| ☐ Student/Parent conference | ☐ Developed template for safety plan |
| ☐ Referral to Counselor or Therapist | ☐ Consult with IEP Chair |
| ☐ Parent-outreach (phone call, email, text message) | ☐ Other (specify) _____ |

10. Did a physical injury result from this incident? Place an X next to one of the following:

- ☐ None observed ☐ Injury observed ☐ Medical documentation provided

11. Was the student 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? _____

Signature: _____ **Date:** _____
(School Administrator or Designee) Month Day Year

Additional Notes: (Please attach any relevant notes or documentation related to the investigation.)