

Orange Township Public Schools HARASSMENT OR INTIMIDATION (BULLYING) REPORTING FORM

FORM A

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 victim, the parent/guardian of a student victim, or a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged harassment or intimidation (bullying), complete this form and return it to the Principal at the student victim's school. 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: ____ / ____ / ____ School: ____
Month Day Year

School System: _____

PERSON REPORTING INCIDENT

Name: _____

Telephone: _____

E-mail: _____

Place an **X** in the appropriate box: ☐ Student ☐ Parent/guardian ☐ Close adult relative ☐ School Staff

1. Name of student victim: _____ Age: _____
(Please print)

2. Name(s) of alleged offender(s) (If known): (please print) Age; School; Is he/she a student? (If known)

_____ ☐ Yes ☐ No
_____ ☐ Yes ☐ No
_____ ☐ Yes ☐ No

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 ☐ At a school-sponsored activity or event off school property
☐ On a school bus ☐ On the way to/from school*

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
☐ Excluding or rejecting the student
☐ Intimidating (bullying), extorting, or exploiting
☐ Spreading harmful rumors or gossip
☐ Other

(specify)

*Will be collected unless specifically excluded by local board policy

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

(Attach a separate sheet if necessary)

(Attach a separate sheet if necessary)

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

(Attach a separate sheet if necessary)

(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 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?

11. 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

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

(attach additional pages if necessary)

(attach additional pages if necessary)

Signature: _____