



Harassment, Intimidation & Bullying: Initial Reporting Form

District Employees: Please provide this mandatory form within 2 days of verbal report to Principal and/or School Anti-Bullying Specialist. If you are a student/parent/ or not a district employee you can report anonymously.

School: Date: Date of Incident: Name of District Employee or other Reporter: I wish to report anonymously. (not for district employees)

Targeted Student(s): Accused Student/Individual(s): Witness(es): Incident Location: Type of Incident: gesture written verbal physical electronic communication

Check all that apply, leave blank if unsure

HIB means any gesture, any written, verbal or physical act, or any electronic communication whether it be a single incident or a series of incidents, that:

1. Nature of HIB: Is reasonably perceived as being motivated either by an actual or perceived characteristic such as:

checkboxes for race, color, gender identity/expression, ancestry, religion, gender, sexual orientation, national origin, mental or physical or sensory disability, other actual or perceived characteristic specify:

2. Effect of HIB Incident: The effect of the HIB incident must have SUBSTANTIALLY Disrupted or Interfered with the Orderly Operation of the School or the Rights of other students.

checkboxes for Yes, specify: No, specify:

AND that:

3. At least one of the following.

checkboxes for offender knew action would physically or emotionally cause harm to the victim or damage to the victim's property, target was in fear of physical or emotional harm or damage to personal property, interfered with a target's education, insulted or demeaned a student or a group of students, creation of "hostile educational environment," by severely or pervasively causing physical or emotional harm to the student

Please provide a detailed description of what occurred:

Action Taken by District Employee:

To Be Completed By Principal or School Anti-Bullying Specialist

Date Received: Principal Signature: ABS/Affirm. Action Rep. Signature: Further Information or Action Taken: