



Cleveland Heights-University Heights Bullying, Harassment and Intimidation Incident Report Form

Directions: Bullying, harassment, or intimidation are serious and will not be tolerated. This is a form to report alleged bullying, harassment or intimidation that has occurred on school property, during a school-sponsored activity or event off school property, on school transportation, or on the way to or from school, in the current school year. If you feel you are the target of bullying, harassment or intimidation, or wish to report an incident of alleged bullying, harassment or intimidation, please complete this form and return it to principal at the Target Student's school. Contact the school for additional information or assistance at anytime.

*Bullying is a pattern of repeated, deliberate hostility and/or aggression by a group or individual, toward another, designed to insure, disturb, threaten or upset the targeted person. Bullying can be physical (i.e. hitting, damaging property), verbal (i.e. name calling), emotional (i.e. excluding, rumor spreading), or cyber (i.e. texting, e-mail, social network, cell phone).

Today's Date: _____ School _____

Person Reporting Incident	Name of Reporter: _____ (Please print)
Telephone number: _____	E-mail _____
Place an X in the appropriate box: <input type="checkbox"/> Target	<input type="checkbox"/> Witness/Bystander <input type="checkbox"/> Parent/Guardian
<input type="checkbox"/> School Staff (position) _____	<input type="checkbox"/> Other: _____

1. Name of Student Target: _____ Age: _____
(Please print)

2. Name(s) of Alleged Offender(s) if known: (Please print)	Age	Grade	School	Is she/he 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(s) happen?
_____/_____/_____
month day year month day year month day year

4. Place an X next to statement(s) that best describes what happened (choose all that apply):
- Any bullying, harassment, or intimidation that involves physical aggression
 - Getting another person to harm the student
 - Teasing, name-calling, making critical remarks, or threatening, in person or by other means
 - Demeaning and making the student a target of jokes
 - Making rude and/or threatening gestures
 - Excluding or rejecting the student
 - Intimidating (bullying), extorting, or exploiting
 - Spreading harmful rumors or gossip

- Damaging property
- Cyber (specify) _____ school owned? _____
- Other: _____

5. Where did the Incident happen (choose all that apply)?

- On school property On the way/home from school At a school sponsored event
- School Bus Cafeteria Playground Classroom Hallway Locker room
- Restroom Phone Internet Stairwell Other _____

6. What did the Alleged Offender do? _____

(Please attach a separate sheet if necessary)

7. Did anything lead up to the bullying harassment that may help to further explain the situation?

8. Has this been reported to the school before? No Yes

If yes, then when? _____ By whom? _____

9. Did a physical injury result from this incident? No Yes, but it did not require medical attention Yes, and it required medical attention

10. Was the Target absent from school as a result of the incident? No Yes

If yes, how many days was the Target absent as a result of the incident? _____

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

(Please attach a separate sheet if necessary)

Signature _____ Date: _____

~~~RETURN COMPLETED FORM TO THE TARGET STUDENT'S SCHOOL~~~

Received by: _____ Date: _____