

## Winston County Board of Education

### HARASSMENT REPORTING FORM

Directions: Harassment is serious and will not be tolerated. This is a form to report alleged harassment that occurred on school property; at a school-sponsored activity or event off school property; or on a school bus. If you are a student victim or the parent/guardian of a student victim and wish to report an incident of alleged bullying harassment, or intimidation, complete this form and return it to the Principal or Principal's Designee at the student victim's school. Please feel free to contact the school for additional information or assistance at any time.

**Under the Student Harassment Prevention Act, harassment means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, that is causing the student victim to be harassed.**

**“Characteristics” include, but are not limited to, the student’s race, sex, religion, national origin, or disability.**

**The Code of Conduct also prohibits threats, harassment, and intimidation. This form is also to be used for reporting threats, harassment, or intimidation.**

Today's date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

School: \_\_\_\_\_

#### PERSON REPORTING INCIDENT

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

- Student
- Student (Witness/Bystander)
- Parent/guardian

#### INVESTIGATIVE FOLLOW-UP:

Conducted By: \_\_\_\_\_

Date Began: \_\_\_\_\_

Date Concluded: \_\_\_\_\_

Outcome:

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1. Name of student victim:

\_\_\_\_\_ Age \_\_\_\_\_  
(Please print)

2. Name(s), Age(s), and School(s) of alleged offender(s) (If known):  
Is he/she a student (If known):

\_\_\_\_\_  Yes  No  
\_\_\_\_\_  Yes  No  
\_\_\_\_\_  Yes  No

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_, \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_, \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

4. 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
- A threat or expressed intention of suicide or other self-inflicted harm
- 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
- Electronic Communication (specify)

\_\_\_\_\_  
 Other (specify)  
\_\_\_\_\_

5. 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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Attach a separate sheet if necessary)

7. Why did the bullying, harassment or intimidation occur?

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(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?

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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. Did the harassment result in any of the following? Place an **X** next to as many as are applicable:

- Place the student in fear of harm to his person or property.
- Cause fear that a student intended to commit suicide or other self-inflicted harm.
- Interference with educational performance, opportunities, or benefits.
- Disruption of the orderly operation of school.
- Creation of a hostile environment at school, on school property, or on the school bus.
- Create a threatening or abusive school environment

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

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(Attach a separate sheet if necessary)

**Student Signature:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_