This form is used to identify and report a possible incident of bullying or harassment. This form is to be completed by a faculty or staff member who observes behaviors that indicate possible bullying, or who receives notice or report of suspected bullying behavior. This form should not be completed by a student or staff member making a complaint of bullying on his or her own person (See form 1-B.). Forward the completed form to the building principal for follow up.

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| **Date of Report:** |  | **Date of Incident:** |  |
| **School:** |  | **Location of Incident:** |  |
| **Reported by (Print):** |  | **Position:** |  |
| **Reported by (Signature):** |  |

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| **Name(s) of Target(s)** | **Grade** | **Gender** | **Race** |
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| **Name(s) of Accused** | **Grade** | **Gender** | **Race** |
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| **Name(s) of Witnesses or Bystander(s)** | **Grade** |
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| **Physical Conduct – Harm to another’s body or property** (Check all that apply) |
|  | **Threatening physical harm** |  | **Pinching** |  | **Tripping** |  | **Sexual Assault** |
|  | **Making threatening gestures** |  | **Scratching** |  | **Biting** |  | **Rape** |
|  | **Starting a fight** |  | **Hair pulling** |  | **Hitting** |  | **Child sexual abuse** |
|  | **Cornering/blocking movement** |  | **Spitting** |  | **Destroying or defacing property** |  | **Assault w/weapon** |
|  | **Shoving** |  | **Slapping** |  | **Extortion** |  | **Arson** |
|  | **Pushing** |  | **Kicking** |  | **Theft** |  | **Homicide** |
|  | **Other:** |
| **Emotional Conduct** – **Harm to another’s self-worth in person or electronically** (Check all that apply) |
|  | **Insulting gestures** |  | **Defacing or falsifying school work** |  | **Challenging in public** |
|  | **Dirty looks** |  | **Insulting/degrading graffiti** |  | **Unwanted sexually suggestive remarks, images, or gestures** |
|  | **Insulting remarks** |  | **Racial, ethnic, or religious slurs or epithets** |  | **Harassing and/or frightening messages sent through electronic media** |
|  | **Name calling** |  | **Insulting remarks related to disability, gender, or sexual orientation** |  | **Note Media Used:**  |
|  | **Taunting** |  | **Threatening another to secure silence** |  |  |
|  | **Other:** |
| **Relational Conduct** – **Harm to another through damage (or threat) to relationships or feelings of acceptance, friendship, or group inclusion** (Check all that apply) |
|  | **Gossiping** |  | **Playing mean tricks** |  | **Exclusion** |
|  | **Using negative body language or facial expressions** |  | **Insulting publicly** |  | **Ostracizing/total group rejection** |
|  | **Starting/spreading rumors** |  | **Ignoring another to punish or coerce** |  | **Arranging public humiliation** |
|  | **Other:** |