

# BULLYING, CYBERBULLYING, HARASSMENT & RETALIATION INCIDENT REPORT FORM



Any student, school employee, designated volunteer, employee, community member, parent or visitor to the campus who has witnessed, received a report of, or has information that a school community member has been subject to bullying, cyberbullying, harassment, sexual harassment or retaliation shall report such incident to the appropriate school or facility Administrator or Designee as soon as possible after observing the incident or receiving the information. Reporting parties unable to report in writing will be provided a scribe to assist in the reporting process.

**Person Completing this Form** (Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell: \_\_\_\_\_ Home/Work: \_\_\_\_\_

Email: \_\_\_\_\_

Check one:  Target of behavior  Reporter (not the target)  Witness

Check one:  Student (specify) School Attending: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent  Staff Member (specify) Title/Site: \_\_\_\_\_

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

**Information About the Incident**

Name of Target(s): \_\_\_\_\_

Name of Aggressor(s): \_\_\_\_\_

Date(s) of Incident(s): \_\_\_\_\_

Time When Incident(s) Occurred: \_\_\_\_\_

Location of Incident(s) (as specific as possible): \_\_\_\_\_

If Cyberbullying, what is the point of origin: \_\_\_\_\_

**Witnesses** (List people who saw the incident or have information about it. If more space is needed, use back of form):

Name: \_\_\_\_\_  Student  Staff  Other \_\_\_\_\_

Name: \_\_\_\_\_  Student  Staff  Other \_\_\_\_\_

Name: \_\_\_\_\_  Student  Staff  Other \_\_\_\_\_

**Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use the back side of this page, if necessary.**

**Signature of Person Completing Report:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Note: Reports may be filed anonymously)

**Report Submitted To:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Receiver's Signature:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Definitions:**

**“Bullying”**, the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: 1) causes physical or emotional harm to the victim or damage to the victim’s property; 2) places the victim in reasonable fear of harm to himself or of damage to his property; 3) creates a hostile environment at school for the victim; 4) infringes on the rights of the victim at school; or 5) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

**“Cyber-bullying”**, bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include 1) the creation of a web page or blog in which the creator assumes the identity of another person or 2) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses 1 to 5, inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses 1 to 5, inclusive, of the definition of bullying.

**Harassment** is bullying behavior motivated by prejudice based on real or perceived characteristics:

- |                                 |                       |
|---------------------------------|-----------------------|
| 1. Race                         | 5. Disability         |
| 2. Color                        | 6. Gender / Sex       |
| 3. Religion                     | 7. Sexual Orientation |
| 4. Ethnicity or national origin | 8. Gender Identity    |

**Retaliation** is conduct by a student directed against another student for:

1. Reporting or filing a complaint,
2. Aiding or encouraging the filing of a report or complaint
3. Cooperating in an investigation under this policy
4. Taking action consistent with this policy

**Sexual Harassment: Under both Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, sexual harassment is considered to be unlawful discrimination on the basis of sex. In addition, discrimination on the basis of sex is prohibited California Constitution. Finally, sexual harassment by an individual may constitute a crime or child abuse under the California Criminal Code.**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work performance or creates an intimidating, hostile or offensive work environment. Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex. The harasser can be the victim’s supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct. Unlawful sexual harassment may occur without economic injury to or discharge of the victim. The harasser’s conduct must be unwelcome.