

LEAP ACADEMY UNIVERSITY CHARTER SCHOOL

HARASSMENT, INTIMIDATION AND BULLYING REPORTING FORM

Directions: This form is to be completed to report alleged harassment, intimidation and bullying that occurred on school property; at a school sponsored activity or event off school property; on a school bus; or on the way to and/or from school. Complete this form and return it to the School Anti-Bullying Specialist or Principal at the student victim's school.

"Harassment, intimidation or bullying" 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 is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds and substantially disrupts or interferes with the orderly operation of the school or rights of other students.

"Electronic communication" means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer or pager.

Harassment, intimidation and bullying to any of our students will not be tolerated. Anonymous reports will also be investigated, but formal disciplinary action may not be based solely on the basis of an anonymous report. Please contact the school for additional information or assistance at any time.

1. Name of Person Reporting Incident: _____ **Date:** _____

2. Telephone/Mobile: _____ **Email:** _____

Place an X in the appropriate box.

- Student Student-Witness/Bystander Parent/Guardian
 School Staff Other _____

3. Name of Victim: _____ **Grade and Age:** _____

School Location: _____ **Date of Incident:** _____

- Isolated Incident** **Ongoing Incident**

4. Name of alleged offender(s), if known	Grade & Age	School
_____	_____	_____
_____	_____	_____

5. Where did the incident happen? (Check all that apply.)

- School Property Identify: _____
 School-Sponsored Function Identify Function: _____
 School Bus Identify: _____
 Off School Grounds Describe: _____

6. Place an X next to the statement(s) that best describes what happened (Choose all that apply).

- Any harassment, intimidation that involves physical aggression
- 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 student a victim of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Intimidating, extorting, or exploiting
- Spreading harmful rumors or gossip
- Electronic communication (specify) _____
- Other _____

7. Check all or perceived characteristics that were or may have been motivational factors in the alleged bullying incident:

- Race
- Color
- Religion
- Ancestry
- National Origin
- Gender
- Gender Identity and Expression
- Mental or Physical or Sensory Disability
- Other actual or perceived characteristic (specify): _____

8. Identify what harm you believe was or may have been caused by the alleged incident. Choose all that apply.

- Substantial disruption or interference with orderly operation of school or rights of others
- Physical or emotional harm
- Insulting or demeaning
- Created a hostile educational environment
- Interferes with student's education

Is there any additional information you would like to provide? Yes (See below.) No

Please add any other pertinent information on a separate sheet.

Signature: _____ **Date:** _____