Bullying, Cyberbullying, Harassment, or Intimidation Reporting Form

If you are a student, the parent/guardian of a student, a close adult relative of a student, or a school staff member and wish to report an incident of alleged bullying, harassment, cyberbullying, or intimidation, complete this form and return it to the principal at the targeted student’s school. You may contact the school for additional information or assistance at any time.

Bullying, cyberbullying, harassment, and intimidation are serious and will not be tolerated. This is a form to report alleged incidents that occurred during the current school year on school property, at a school-sponsored activity or event off school property, on a school bus, on the way to and/or from school, on the Internet (sent on or off school property), or that substantially disrupted the orderly operation of the school. Bullying, cyberbullying, harassment and intimidation mean any intentional conduct, including verbal, physical or written conduct, or an intentional electronic communication, that creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities or performance, or with a student’s physical or psychological well-being. (Definitions provided below. See HCPSS Policy 1060 for additional information.)

**Bullying** – is unwanted, demeaning behavior among students that involves a real or perceived power imbalance. The behavior is repeated, or is highly likely to be repeated, over time. To be considered bullying, the behavior must be intentional and include: 1) an imbalance of power (students who bully use their physical, emotional, social, or academic power to control, exclude, or harm others), and 2) repetition (bullying behaviors happen more than once or are highly likely to be repeated based on evidence gathered).

**Cyberbullying** – is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through texting, apps, or online via social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or hurtful content about another student. It can include sharing personal or private information about someone else causing embarrassment or humiliation.

**Harassment** – includes actual or perceived negative actions that offend, ridicule, or demean another student with regard to race, ethnicity, national origin, immigration status, political opinions, family/parental or marital status, sex, sexual orientation, gender identity, gender expression, religion, ancestry, physical attributes, socioeconomic status, physical or mental ability, or disability.

**Intimidation** – is any communication or action directed against another student that threatens or induces a sense of fear and/or inferiority. Retaliation may be considered a form of intimidation.

This form may also be used to report incidents of sexual discrimination, sexual harassment, or sexual misconduct. (Definitions provided below. See HCPSS Policy 1020 for additional information.)

**Sexual Discrimination** – Any act or omission due to an individual’s actual or perceived sex, sexual orientation, gender, gender identity, or gender expression (including transgender or gender nonconforming) that creates an intimidating, hostile, or offensive working or educational environment; or substantially interferes with an individual’s ability to work, learn, or otherwise is sufficiently serious to limit an individual’s employment opportunities, or to limit a student’s ability to participate in or benefit from the educational program.

**Sexual Harassment** – A form of sexual discrimination that involves unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, nonverbal or physical conduct of a sexual nature.

**Sexual Misconduct** – An all-inclusive term encompassing discriminatory and/or unwelcome behavior of a sexual nature including but not limited to sexual discrimination, sexual harassment, and sexual violence. Sexual misconduct can be committed by a person of any gender identity and it can occur between people of the same or different gender, gender identity, or gender expression.

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**Please Print All Information**

Today’s Date: _____/____/____  School: __________________________

PERSON REPORTING INCIDENT: Name __________________________

Telephone: (_________)_______________________  E-mail: _____________________________________________________________

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

- [ ] Student  - [ ] Parent/Guardian of a Student  - [ ] Close Adult Relative of a Student  - [ ] School Staff  - [ ] Bystander

1. **Alleged Targeted Student(s):**

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<tr>
<th>Name</th>
<th>Age</th>
<th>School</th>
<th>Days absent as a result of the incident:</th>
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2. **Alleged Offenders(s): (Include all known details.)**

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<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>School</th>
<th>Student: (Y/N)</th>
<th>Days absent as a result of the incident:</th>
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Contact HCPSS Department of Program Innovation and Student Well-Being at 410-313-1291 or Office of Equity Assurance/ Title IX Coordinator at 410-313-6654 with any questions.
If yes, how many days was the incident? Place an X next to one of the following:

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
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Reporting Act of 2005. Contact HCPSS Department of Program Innovation and Student Well-Being at 410-313-1291 or Office of Howard County Public School System and Maryland State Department of Education in accordance with the Safe Schools Reporting Act of 2005.

**Signature:**

__________________________  Date:__________ /__________/________________

Howard County Public School System and Maryland State Department of Education in accordance with the Safe Schools Reporting Act of 2005. Contact HCPSS Department of Program Innovation and Student Well-Being at 410-313-1291 or Office of Equity Assurance/Title IX Coordinator at 410-313-6654 with any questions.

**Distribution:** Principal's Confidential File

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**On what date(s) did the incident happen?**

Month / Day / Year  Month / Day / Year  Month / Day / Year

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

- Actions/comments related to the student's race/ethnicity
- Actions/comments related to the student's national origin
- Actions/comments related to the student's religion
- Actions/comments related to the student's sex
- Actions/comments related to the student's immigration status
- Actions/comments related to the student's family/parental or marital status
- Actions/comments related to the student's socio-economic status
- Actions/comments related to the student's academic performance
- Actions/comments related to the student's perceived sexual orientation
- Actions/comments related to the student's gender expression
- Actions/comments related to the student's gender identity
- Actions/comments related to the student's disability
- Actions/comments related to the student's physical appearance
- Demeaning behavior to impress others
- Demeaning behavior just to be mean
- An act or threat of retaliation
- Gang related/gang recruitment
- Human trafficking/prostitution recruitment
- Any bullying, harassment, or intimidation that involves physical aggression
- Cyberbullying (social media, text messages, etc.)
- Teasing, name-calling, making critical remarks
- Demeaning or making the student the target of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Intimidating, extorting, exploiting the student
- Getting another person to target or demean the student
- Spreading hurtful rumors or gossip
- Racial/ethnic harassment
- Sexual harassment
- Other: (Please specify)

6. Where did the incident happen? (Place an X next to the statement(s); choose all that apply)

- On school property (please specify location):
- On a school bus
- During virtual learning
- On the way to/from school
- Off school property or at a school-sponsored activity or event
- Digital device on school property
- Digital device off school property

7. Describe the incident(s), including what the alleged offender(s) said or did.

(Attach a separate sheet if necessary)

8. Why do you think the bullying, cyberbullying, harassment or intimidation occurred?

(Attach a separate sheet if necessary)

9. 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

10. If there was a physical injury, do you think there will be permanent effects? Yes  No

11. Was the targeted student absent from school as a result of the incident? Yes  No

If yes, how many days was the targeted student absent from school as a result of the incident?

12. 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

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

(Attach a separate sheet if necessary)

Signature: ____________________________  Date:_____/_____/______