



Report Number: _____

Date Received: _____

Received By: _____

Bullying, Harassment, or Intimidation Incident Report Form

Please print. If more space is needed to respond to any question, please attach additional pages. Return completed copy to the Principal.

Name of Person Making Report: _____ Date: _____

If student, provide grade level and Collegium building: _____

Name(s) of Target(s): _____

Name(s) of Alleged Offender(s): _____

Name(s) of Witness(es) or Those Who Could Provide More Information:

Date of Incident: _____ Time of Incident: _____

Where did the incident occur? Select location(s).

- On Collegium's Campus? Indicate building and room/area: _____
- On a School Bus? Indicate bus number: _____
- Off Campus at a Collegium-sponsored event? Indicate where: _____
- Via Electronic Source? Indicate site(s): _____

Select the behavior(s) that best describes the allegations:

- Physical bullying: pushing, shoving, hitting, threatening violence, vandalism, theft, etc.
- Emotional bullying: name calling, insults, teasing, harassing phone calls/texts, etc.
- Social bullying: gossiping, teasing about appearance, exclusion, public humiliation, etc.
- Cyber-bullying: texting threats, defamatory web posts, derogatory social media posts, etc.
- Other: please describe _____

Select the harm(s) you believe was or may have been caused by the alleged incident.

- Substantial disruption or interference with the orderly operation of school
- Substantial disruption or interference with the rights of others
- Physical harm
- Emotional harm
- Insulting or demeaning a student/group of students
- Creating a hostile educational environment

Please complete the questions on the second page, too.

Describe, to the best of your ability, the incident of alleged bullying, harassment, and/or intimidation. Be sure to use specific details related to the incident including the names of those involved.

Describe any additional incident that may represent a pattern of similar behaviors. Be sure to include dates/times and names. Indicate if the issues were previously reported to Collegium or not.

If this matter should proceed to a formal hearing, would you be willing to testify regarding this matter?

- Yes
- No

I certify that there is no falsification of the above information and events are accurately depicted to the best of my knowledge.

Signature

Date

Please return the completed form to the Principal.