

Somerdale Park School
Harassment, Intimidation, & Bullying - Written Incident Report

Name of person making the report: _____ Date: _____

Employee Student Parent Other _____
(Please Explain)

Contact Information: e-mail address: _____ Phone number: _____

Name and grade of Alleged Victim(s): _____

I believe that I witnessed bullying/or I am the alleged victim of bullying/or I have reasonable belief bullying is occurring in the following form(s) based upon an actual or perceived characteristic.

Name of person who allegedly participated in bullying behavior: _____

Date and approximate time of alleged incident(s): _____

Actual or Perceived Characteristic:

Race Color Religion Ancestry National Origin Gender Sexual Orientation
 Gender Identity and Expression Mental or Physical Sensory Disability
 Any Other Distinguishing Characteristic: _____
(Please Explain)

Type of Bullying:

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

Location of the incident(s):

On-School Property _____
 School Sponsored Function: _____
 Off School Grounds _____

List the names of any/all potential witnesses: _____

Other Comments/Relevant Information: _____

Describe, to the best of your ability, the incident of harassment, intimidation, and/or bullying. Be certain to use specific details related to the incident including all names of those involved, any education disruptions which occurred and any statements or context necessary to evaluate the allegations (for example, present or prior relationship if any of the parties, etc...) (attach additional sheets of paper if necessary):

Signature of person making report: _____ Date: _____