Bullying, Harassment, or Intimidation Reporting Form
HOMER COMMUNITY SCHOOL DISTRICT • Homer, Michigan 49245

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 USC § 1232g

Directions: “Bullying” or “harassment” is any gesture or written, verbal, graphic, or physical act’ (including electronically transmitted acts - i.e., cyberbullying, through the use of internet, cell phone, personal digital assistant (pda), computer, or wireless handheld device, currently in use or later developed and used by students) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function, or in a school vehicle or at any time or place where a child’s imminent safety or over-all well-being may be at issue.

Today’s date __________/__________/__________ School __________________________________________

Person Reporting Incident: Name ____________________________________________________________
Telephone ___________________________ E-mail __________________________

Place an ☒ in the appropriate box:
☐ Student ☐ Student (witness/bystander) ☐ Parent/Guardian ☐ Close adult relative ☐ School staff member

1. Name of student victim ____________________________________________ (Please print)

2. Name(s) of alleged offender(s) (If known) (Please print) Grade Building (if known) Is he/she a student?

<table>
<thead>
<tr>
<th>Name(s) of alleged offender(s)</th>
<th>Grade</th>
<th>Building (if known)</th>
<th>Is he/she a student?</th>
</tr>
</thead>
<tbody>
<tr>
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<td>☐ Yes ☐ No</td>
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<td>☐ Yes ☐ No</td>
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</tbody>
</table>

3. On what date(s) did the incident happen? _____/_____/_____

4. Where did the incident happen (choose all that apply)?
☐ On school property ☐ At a school-sponsored activity or event off school property ☐ Off school property
☐ On a school bus ☐ On the way to/from school

5. Place an ☒ next to the statement(s) that best describes what happened (choose all that apply):
☐ Any bullying, harassment, or 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 victim of jokes
☐ Excluding or rejecting the student ☐ Making rude and/or threatening gestures
☐ Spreading harmful rumors or gossip ☐ Intimidating (bullying), extorting, or exploiting
☐ Electronic communications (specify) _______________________________________________________
☐ Other (specify) ________________________________________________________________________
6. What did the alleged offender(s) say or do? __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   (Attach a separate sheet if necessary)

7. Why did the bullying, harassment or intimidation occur? __________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   (Attach a separate sheet if necessary)

8. Did a physical injury result from this incident: Place an ☒ next to one of the following:
   ☐ No       ☐ Yes, but it did not require medical attention       ☐ Yes, and it required medical attention

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

10. Was the student victim absent from school as a result of the incident?    ☐ Yes        ☐ No
    If yes, how many days was the student victim absent from school as a result of the incident? _________

11. Did a psychological injury result from this incident? Place an ☒ next to one of the following:
    ☐ No       ☐ Yes, but psychological services have not been sought       ☐ Yes, and psychological services have been sought

12. Is there any additional information you would like to provide? ________________________________
    __________________________________________
    __________________________________________
    __________________________________________
    __________________________________________
    __________________________________________
    (Attach a separate sheet if necessary)

Signature ________________________________     /     /     
Date ________________________________

*****OFFICE USE ONLY*****

Administrative disposition: ________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   (Attach a separate sheet if necessary)

Signature ________________________________     /     /     
Date ________________________________

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