

Essex Fells School HIB Incident Reporting Form

Harassment, intimidation and bullying consist of words or actions that harm or threaten another person's body, property, self-esteem or group acceptance. This includes any form of sexual harassment.

Harassment, intimidation and bullying are serious offenses and will not be tolerated. This is a form to report alleged harassment and bullying that occurred on school property; at a school-sponsored activity or event off school property; or on a school bus. If you are a student victim, the parent/guardian of a student victim, or a close adult relative of a student victim, and wish to report an incident of alleged harassment or bullying, complete this form and return it to the Superintendent/Principal. Contact the school for additional information or assistance at any time.

Today's date: _____ Date of Incident: _____

Person reporting incident: _____

Address: _____

Home Telephone: _____ Cell Phone: _____

Place an **X** in the appropriate box: Student/Witness Parent/Guardian Other Adult

Name of student victim: _____ **Age:** _____

Information on the alleged offender(s) (If known):

Name	Age	School (if other than EFS)

Where did the incident occur (choose all that apply)?

- On school property At a school-sponsored activity or event off school property
 On a school bus Online

Place an **X** next to the statement(s) that best describes what happened (choose all that apply):

- Hitting, kicking, shoving, spitting, hair pulling, or throwing something
 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
 Making rude and/or threatening gestures
 Excluding or rejecting the student
 Intimidating (bullying), extorting, or exploiting
 Spreading harmful rumors or gossip
 Unsolicited or inappropriate physical contact including that of a sexual nature
 Other (specify)

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Please attach a separate sheet, if necessary, for any of these questions.

What did the alleged offender(s) say or do?

Where did the harassment/bullying occur?

For how long has the harassment/bullying been occurring?

Did a physical injury result from this/these incident(s)? No Yes

If yes, what were the injuries that required medical treatment?

Signature: _____ **Date:** _____

PLEASE RETURN THIS COMPLETED FORM TO THE SUPERINTENDENT/PRINCIPAL.