

# Bullying, Harassment, or Intimidation Reporting Form

CALVARY CHRISTIAN ACADEMY GARRETT CAMPUS • Accident, Maryland 21520

This form is to be maintained confidentially in accordance with the Safe Schools Reporting Act of 2005, Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g. See CCAGC Student Policy, Student Bullying, Harassment, or Intimidation, for additional information and definitions.

Today's date \_\_\_\_/\_\_\_\_/\_\_\_\_

School - Calvary Christian Academy Garrett Campus

## DIRECTIONS

The Bullying, Harassment or Intimidation Reporting Form should be used to report alleged incidents of bullying, harassment, or intimidation that occurred during the current school year. School staff will address incidents that occur at school or have a connection back to the school setting that create a risk of harm to other students while they are at school or interfere with the educational environment.

If you are a student, the parent/guardian or a family member of a student, a school staff member, or a bystander and wish to report an incident of alleged bullying, cyberbullying, harassment, or intimidation, please complete this form and return it to the school principal.

You may contact the school for additional information or assistance at any time. (Bullying, cyberbullying, harassment, and intimidation definitions are provided below.)

## DEFINITIONS

**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. In order 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 transmitted by means of personal mobile devices through electronic communication that allows individuals to view or share content. Cyberbullying includes sending, posting, or sharing personal or private information about someone 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, 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.

## PERSON REPORTING INCIDENT *(Please print all information)*

Name \_\_\_\_\_

Telephone \_\_\_\_ - \_\_\_\_ - \_\_\_\_      Email \_\_\_\_\_

Check the appropriate box:

- Student    Parent/guardian/caregiver of a student    Close adult relative of a student    School staff  
 Bystander

### 1. COMPLAINANT(S): PERSON(S) ALLEGED TO BE THE VICTIM

Name	Age	School <i>(if known)</i>	Resulting Days absent <i>(if known)</i>

**2. ALLEGED WITNESS(ES) (if known)**

Name	Age <i>(if known)</i>	School <i>(if known)</i>	Student: (Y/N)	Resulting Days absent <i>(if known)</i>

**3. RESPONDENT (S): PERSON(S) ALLEGED TO BE THE OFFENDER (if known)**

Name	Age <i>(if known)</i>	School <i>(if known)</i>	Student: (Y/N)	Resulting Days absent <i>(if known)</i>

**5. WHERE DID THE INCIDENT(S) HAPPEN? (check all that apply)**

\_\_\_\_/\_\_\_\_/\_\_\_\_    \_\_\_\_/\_\_\_\_/\_\_\_\_    \_\_\_\_/\_\_\_\_/\_\_\_\_    \_\_\_\_/\_\_\_\_/\_\_\_\_    \_\_\_\_/\_\_\_\_/\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> On school property (please specify location) _____          | <input type="checkbox"/> Personal Mobile Device on school property |
| <input type="checkbox"/> At a school-sponsored activity or event off school property | <input type="checkbox"/> Digital device off school property        |
| <input type="checkbox"/> On a school bus   | <input type="checkbox"/> During virtual learning                   |
| <input type="checkbox"/> On the way to/from school                                   | <input type="checkbox"/> Other (please specify) _____              |
| <input type="checkbox"/> Off school property   |  |

**6. WHAT STATEMENT BEST DESCRIBES WHAT HAPPENED? (check all that apply)**

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

**7. WHY DO YOU THINK THE BULLYING, CYBERBULLYING, HARASSMENT, AND/OR INTIMIDATION OCCURRED?**

**8. DESCRIBE THE INCIDENT(S) INCLUDING WHAT THE RESPONDENT SAID OR DID.**

**9. DID A PHYSICAL INJURY RESULT FROM THIS INCIDENT?**

No  Yes, but it did not require medical attention.  Yes, and it required medical attention

If there was a physical injury, do you think there will be permanent effects on the student victim?  Yes  No

**10. WAS THE COMPLAINANT ABSENT FROM SCHOOL AS A RESULT OF THE INCIDENT?**

Yes  No If yes, how many days was the complainant absent from school as a result of the incident? \_\_\_\_\_

**11. DID A PSYCHOLOGICAL INJURY RESULT FROM THIS INCIDENT?**

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?**

**SIGNATURE**

I understand that my electronic submission of this form and my electronic signature are intended to be, constitute, and are equivalent to my personal signature.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_