

**USD 263**  
**Harassment/Bullying Incident Report Form**

Person affected (victim): \_\_\_\_\_ grade \_\_\_\_\_

Person (s) causing/doing/initiating bullying/harassing behaviors:

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Date \_\_\_\_\_ Time: \_\_\_\_\_ Room/Location \_\_\_\_\_

Type of harassment alleged:

Racial \_\_\_\_\_ Sexual \_\_\_\_\_ Religious \_\_\_\_\_ Other \_\_\_\_\_

Describe the incident:

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Witnesses: \_\_\_\_\_

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**Check the boxes for any physical evidence that is present:**

graffiti  notes  email  text message  
 Facebook/Twitter etc.  video/audio  other

**Check all that relate to this specific incident:**

<input type="checkbox"/> Name calling	<input type="checkbox"/> spitting
<input type="checkbox"/> Staring/Mugging/Leering	<input type="checkbox"/> Demeaning comments
<input type="checkbox"/> Inappropriate gestures	<input type="checkbox"/> stealing
<input type="checkbox"/> Stalking	<input type="checkbox"/> damage to property
<input type="checkbox"/> Writing/graffiti	<input type="checkbox"/> shoving/pushing
<input type="checkbox"/> Threatening	<input type="checkbox"/> hitting/kicking
<input type="checkbox"/> Taunting/Ridiculing	<input type="checkbox"/> flashing a weapon
<input type="checkbox"/> Inappropriate touching	<input type="checkbox"/> intimidation/extortion
<input type="checkbox"/> Other: _____	

Reported taken by: \_\_\_\_\_

(All reports must go to the building administration)

**Administrative Action:**

Parent Contact Date: \_\_\_\_\_ Parent Contacted \_\_\_\_\_ phone \_\_\_ email \_\_\_ mail \_\_\_

Follow up date with the victim \_\_\_\_\_ Resolved? Yes \_\_\_\_\_ No \_\_\_\_\_

# How to Make a Report

- **Who:** Any student or staff member who witnesses acts of bullying/harassment or is a victim of harassment or bullying
- **Why:** Bullying and harassment should not be tolerated. MHS must be a safe place for everyone
- **When:** Anytime, reports can be emailed to any staff member, reports can be taken by any staff member

Step 1- Fill out a report. They can be found in any classroom, by the front doors of MHS, in the counseling office, on the MHS website (usd263.org)

Step 2- Give the report to a trusted staff member and if you are comfortable explain the situation

Step 3- Administration or counseling will visit with you about the report and develop a plan with you.

## Bullying Definition

*Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.*

**In order to be considered bullying, the behavior must be aggressive and include:**

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

**There are three types of bullying:**

**Verbal bullying** is saying or writing mean things. Verbal bullying includes: Teasing, Name-calling, Inappropriate sexual comments, Taunting, Threatening to cause harm

**Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes: Leaving someone out on purpose, Telling other children not to be friends with someone, Spreading rumors about someone, Embarrassing someone in public

**Physical bullying** involves hurting a person's body or possessions. Physical bullying includes: Hitting/kicking/pinching, Spitting, Tripping/pushing, Taking or breaking someone's things, Making mean or rude hand gestures