



## HARASSMENT OR INTIMIDATION (BULLYING) REPORTING FORM

### Policy Statement

Bullying, harassment, or intimidation of any student on school property or at school-sponsored functions or via the use of electronic technology is prohibited by Saint Ignatius Loyola Regional School. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, our school will follow established procedures for prevention and intervention.

Bullying, harassment, intimidation, or retaliation against anyone who has reported these behaviors is expressly prohibited. Students engaging in these behaviors on school property, at school-related activities, off school property, or after school hours when the behavior threatens or is likely to substantially disrupt or adversely affect the school-related environment for students or significantly impact the interest of students or the school community, are subject to disciplinary and/or legal action.

Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation. Additionally, the school will ensure that all illegal behaviors are reported to the appropriate local authorities and the superintendent immediately.

### Definitions:

As used in this policy, "bullying, harassment, or intimidation" means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:

- motivated by an actual or a perceived personal characteristic including race, national origin, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or,
- threatening or seriously intimidating; and,
- occurs on school property, at a school activity or event, or on a school bus; or,
- substantially disrupts the orderly operation of a school.

**Directions: Please complete this form and return it to the appropriate party**

Today's date:                    /           /           /

<b>PERSON REPORTING INCIDENT</b>	Name:	
Telephone Number:	E-mail:	
Place an <b>X</b> in the appropriate box:		
<input type="checkbox"/> Student	<input type="checkbox"/> Parent/Guardian	<input type="checkbox"/> Close Adult Relative
<input type="checkbox"/> Witness/Bystander	<input type="checkbox"/> School staff	<input type="checkbox"/> Other

Name of student victim: \_\_\_\_\_ Grade: \_\_\_\_\_

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

- Any bullying, harassment, or intimidation that involves physical aggression
- 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 hurtful rumors or gossip
- Electronic Communication (Specify)  Other (specify)

**Where did the incident happen (choose all that apply)?**

- On school property  
Location: (e.g. classroom, playground) \_\_\_\_\_
- At a school-sponsored activity or event off school property
- On a school bus
- On the way to/from school
- Online

**Name(s) of alleged offender(s) (If known):**

This form is to be confidentially maintained and is for Saint Ignatius Loyola Regional School use only.

Name	Grade

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

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**Do you know why the harassment or intimidation (bullying) occurred?**

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**Was the harassment/bullying in response to an action?**

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**Is there any additional information you would like to provide?**

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adult Assisting: \_\_\_\_\_  
Name Signature