

## Harassment, Intimidation, Bullying, and Cyberbullying Behavior Checklist

Directions: In accordance with the provisions of Act 755 of the 2010 Legislative Session, this form is to be used to document the details of each reported incident of harassment, intimidation, and bullying that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school. It also is to be used to address cyberbullying.

**Today's Date:** \_\_\_/\_\_\_/\_\_\_ **School Name:** \_\_\_\_\_ **District:** \_\_\_\_\_

**Date of incident:** \_\_\_/\_\_\_/\_\_\_ **Time of incident** \_\_\_\_\_

**Name of student target (victim)** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Ethnic origin of victim** \_\_\_\_\_  **Male**  **Female**

Name(s) of alleged perpetrator(s)	Age	Male	Female	Ethnic origin

**Indicate type of incident:**  **Harassment**  **Intimidation**  **Bullying**  **Cyberbullying**

Check all items below that apply:

Verbal	Physical
Name-calling	Kicking
Taunting/ridiculing	Hitting/punching
Mocking	Pushing
Making offensive comments	Pinching
Teasing	Stalking
Demeaning comments	Inappropriate touching
Other (please state)	Other (please state)
Emotional	Electronic Aggression (Cyberbullying)
Offensive graffiti	Offensive text messages
Excluding from group	Offensive e-mails
Spreading rumors	Sending degrading images
Being forced to do something against his/her will	Posting rumors or lies about someone
Taking possessions/money	Assuming a person's electronic identity with the intent of causing harm
Other (please state)	Other (please state)

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

- Classroom                       Lunchroom                       School Bus     Locker Room/Area  
 Restroom                           Hallway                           Bus Stop        Parking Lot  
 On the way to/from school    Playground                       Internet        Cell Phone  
 At a school sponsored activity or event off school property  
 Other (please specify) \_\_\_\_\_

Were there any witnesses?  Yes  No

If yes, please provide their names: \_\_\_\_\_

Physical evidence, if available: Graffiti \_\_\_\_\_ Notes \_\_\_\_\_ E-mail \_\_\_\_\_ Web sites \_\_\_\_\_  
Video/audio tape \_\_\_\_\_ Other \_\_\_\_\_

If you feel the incident was in any way motivated by any of the following please indicate by checking where appropriate.

- Appearance  Disability  Home circumstances  
 Gender  Race/ethnic origin  Medical condition  
 Religion  Sexual Orientation  
 Other (explain) \_\_\_\_\_

Is there any other relevant information that you would like to provide?

**Action taken**

Non-disciplinary Interventions		Disciplinary Interventions	
Student counseling		Temporary removal from the classroom	
Parent conference		Denial of privileges	
Mediation		Detention	
		Referral to disciplinarian	
		In-school suspension	
		Out-of-school suspension	
		Expulsion	
		Legal action	

Have you had contact with the victim's parent/guardian?  Yes  No

Have you had contact with the perpetrator's parent/guardian?  Yes  No

Have you reported this incident to any other agencies?  Yes  No

If 'yes' which agencies?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name of the person Filing Report

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Person Filing Report

\_\_\_\_\_  
Date