



Please return completed form to School Principal.

HARASSMENT, INTIMIDATION, or BULLYING INCIDENT REPORT FORM

In Medina Central School District, incidents of harassment, intimidation, or bullying are taken very seriously and are not tolerated. It is important to work with your school site teams initially, including teachers, counselors, administrators, etc. to ensure that they are aware of the problem and are able to address situations related to harassment, intimidation, or bullying without delay.

Communication is a critical part of this process. This form is to report alleged bullying, harassment, and intimidation that occurred on school property; at a school-sponsored event off school property; on a school bus; or on the way to or from school. If you are a student target, the parent/guardian of a student target, or staff member, etc. and wish to report an incident of alleged bullying, please complete this form and return it to the school principal.

According to the Medina Central School District Code of Conduct, bullying is defined as "purposeful, aggressive, negative, repeated, and unwelcomed harassment and/or attacks on others, which could be adult to adult, adult to child, or student to student, where there is an imbalance of power and can include behaviors such as physical violence, verbal taunts, name-calling and put-downs, or threats and intimidation." This also includes cyber-bullying (bullying using electronic means), when it interferes in the school building.

Today's Date: _____ Name of School: _____

Person Reporting Incident (optional): Student Parent/Guardian School Staff Member Other

Name: _____ Phone #: _____ Email: _____

Is this a one-time event? _____

On what date and time did the incident happen? _____

Where did the incident happen?

On school property On a school bus At a school-sponsored activity event off school property
 On the way to/from school Other (please describe): _____

Name of Student Target: _____ Grade: _____

Name of Alleged Offender(s), if known	Age	School	Is he/she a student?

What happened? What did the alleged offender(s) say or do? (Attach a separate sheet, if necessary):

I have already talked with the teacher; counselor; site administrator. (check all that apply)

When and what was the outcome of this contact?

(For office use only)

Reviewed by: _____

Date: _____

Investigation Notes (attach sheet if necessary)