

In the case of an emergency or if someone is in imminent danger, do not fill out this form. Call 911.

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act
Do not file in the cumulative record

John F. Kennedy Middle/High School INCIDENT REPORTING FORM		
<p>Directions: John F. Kennedy Middle/High School is committed to providing a safe environment to all members of our school community. Despite our best intentions, incidents between students do occur at times. If you wish to report an incident between two or more students, complete this form and return it to the Principal/Assistant Principal in the school office. Contact the school for additional information or assistance at any time. This form can be completed anonymously by omitting signature and name. However, by providing your name, a more thorough investigation is possible. Every reported act of harassment/bullying will be investigated. Parents of accused aggressors and victims will be contacted in cases of confirmed harassment/bullying.</p>		
Date of Report:		
Name of student victim/target:	Age:	Grade:
Name(s) of alleged bully(ies)/aggressor(s):	Age:	Grade:
Name(s) of witness(es) (if known):		
<p>Where did the incident(s) happen? (choose all that apply)</p> <p> <input type="checkbox"/> On the way to/from school <input type="checkbox"/> On school property (specific location) _____ <input type="checkbox"/> On school bus <input type="checkbox"/> Online via technology <input type="checkbox"/> At a school sponsored activity or event <input type="checkbox"/> Other _____ </p>		
Describe the incident (Be specific-include dates, times, location. Attach a separate sheet, if necessary)		
<p>Did a physical injury result from this incident?</p> <p> <input type="checkbox"/> No <input type="checkbox"/> Yes, but it did not require medical attention <input type="checkbox"/> Yes, and it required medical attention </p>		
Is there any additional information you would like to provide? (Attach separate sheet, if necessary)		
Name of Person Reporting Incident:	Telephone No:	
E-mail:		
Signature:	Date:	
Administrative Action Taken:		
Administrator:	Date:	

(Form Modeled after Polk County Public Schools Harassment or Bullying Reporting Form)

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DEFINITIONS

Aggressor/Bully is a student who engages in harassment, bullying, cyber-bullying, or retaliation.

Bullying is defined as **repeated use** by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (must include at least one of the following):

- causes **physical or emotional harm** to the victim or damage to the victim's property
- places the victim in **reasonable fear or harm to him/herself** or damage to his/her property
- creates a hostile environment at school for the victim
- infringes on the rights of the victim at school
- materially and substantially disrupts the education process or the orderly operation of the school
- involves an imbalance of perceived or real physical or social power between victim and bully
- involves retaliation from reporting of previous incident

Cyber-bullying is defined as bullying through the use of technology or any electronic communication, which includes but is not limited to any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by such things as electronic mail, internet communications, instant messages or facsimile.

Harassment is defined as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

Target/Victim is a student against whom harassment, bullying, cyber-bullying, or retaliation has been perpetrated.