

Central Dauphin High School Bullying Report Form

Date: _____ Time of Incident: _____ Reporting Person: _____

Name(s) & grade(s) of victim(s):	Name(s) & grades of student(s) bullying:	Name(s) of witnesses:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Type of bullying (Circle all that apply):

Threats Intimidation Social Exclusion Public Humiliation Theft
Verbal Insults Racial Comments Sexual Comments Physical Violence
Stalking Cyber Bullying Other _____

Where did the bullying happen? (Circle all that apply):

Classroom Hallway Lunchroom Bathroom Bus/bus stop
To/from school At school-sponsored event off school property
On computer/cell phone Other _____

Description of Incident:

Bullying Reporting Process

According to Central Dauphin district policy 218.3, **bullying** shall mean **unwelcome verbal, written, electronic, or physical contact directed at a student** by another student or students, or by an adult, that has the intent and effect of:

1. Physically harming a student.
2. Damaging, extorting, or taking a student's personal or academic property.
3. Placing a student in reasonable fear of physical harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.
5. Systematically and intentionally excluding a student from activities with peers.
6. Spreading false information about a student or attempting to influence others to exclude a student from an activity.
7. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Bullying is occurring when there exists an **imbalance of physical, psychological, or social power between the aggressor and the victim, favoring the aggressor**. Bullying is most often a series of aggressive acts as directed above.

Cyber Bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of **cyber bullying** are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be subject to appropriate discipline.

Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliations shall occur as a result of the submission of a complaint.

Key Points:

- Bullying *may* be reported anonymously.
- The completer of the bullying form does not have to determine whether or not a "bullying" incident is actually occurring; this is determined by the appropriate grade-level and building principals.
- If you are aware of a bullying incident, it is your responsibility to report it.

The Process:

1. **Students & Staff:** Complete the reverse side of this form (Bullying Report Form) in as much detail as possible. You may or may not write your name as the Reporting Person.
2. Turn the bullying form into Mrs. Anne Neidig in the FRONT OFFICE.
3. Mrs. Neidig will forward the form to the appropriate grade-level principal.
4. The principal will then investigate the incident in a timely manner and complete the *administrative* form.

For Staff/Administration Only -- (Please initial and date)

_____ Report turned in to Mrs. Neidig

_____ Report given to principal

_____ Principal investigation

_____ Form returned to Mrs. Neidig