



# Forest Lake Area Schools Bullying Reporting Form

## DEFINITION OF BULLYING:

Bullying means behavior by an individual student or group of students that is:

- 1) intimidating, threatening, abusive or harmful;
- 2) involves an actual or perceived imbalance of power in which the student being bullied has difficulty defending him or herself; and
- 3) the conduct is repeated or forms a pattern.

Bullying is also behavior that materially and substantially interferes with a student's educational opportunities, or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

## HOW TO REPORT BULLYING:

Use this form to report bullying that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; on the way to and/or from school; on social media or through text message, during the current school year. You can also make a verbal report to a staff person in your building or program. However, providing a written report will help staff to understand and follow up on this report.

## CONFIDENTIALITY:

You do not have to include your name on this form. However, a staff person may want to ask more questions about this, so including your name will help them follow up on this report. If you do include your name, an effort will be made to keep your name confidential. However, depending on the situation, some information may need to be shared with others as part of the investigation of this report. Also, please note that discipline decisions cannot be made solely on anonymous reports.

## About You

Name *(optional)*: \_\_\_\_\_ Date: \_\_\_\_\_

I am *(choose one)*:

Student      Bystander      Parent/Guardian      Staff Member      Other: \_\_\_\_\_

Phone number *(optional)*: \_\_\_\_\_

Email address *(optional)*: \_\_\_\_\_

**Tell Us What Happened**

Student who was harmed: \_\_\_\_\_ Grade: \_\_\_\_\_

Student(s) who did harm: \_\_\_\_\_

What happened: \_\_\_\_\_

When did it happen: \_\_\_\_\_

Where did it happen: \_\_\_\_\_

Has this happened before?      Yes      No      If yes, how often? \_\_\_\_\_

**What kind of bullying happened? (check all that apply)**

**Physical**

Acts such as hitting, spitting, kicking, or damaging your or another student's possessions

**Verbal**

Saying mean or hurtful things or threatening you or another student

**Social**

Excluding you or another student from a group, telling other kids not to talk to you or another student

**Emotional**

Spreading mean rumors or lies about you or another student

**Cyber/Online**

Occurs on website or social media, by cell phone, email or text message

**Other:** (Please describe)

**Did you see the event happen?**      Yes      No

**If no, who made this report to you?** \_\_\_\_\_

**Did anyone else see what happened?**      Yes      No

**Who?** \_\_\_\_\_

**Was an adult nearby?**      Yes      No

**Who?** \_\_\_\_\_

The facts stated in this report are true and correct to the best of my knowledge and belief.

**Reporter Signature (optional):** \_\_\_\_\_

**Report Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_