

## Bullying, Harassment, or Intimidation Reporting Form

Sterling Community School  
251 Sterling Road  
Sterling, CT 06377

(860) 564-2728 Fax: (860) 564-1989

Directions: Bullying, harassment, and intimidation are serious and will not be tolerated. This is a form to report alleged harassment and intimidation (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\*, in the current school year. If you are a student victim, the parent/guardian of a student victim, a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged bullying, harassment or intimidation, complete this form and return it to the Principal of Sterling Community School. Contact the school for additional information or assistance at any time.

**Bullying-Effective 2008, the definition of "bullying" means any overt acts by a student or a group of students directed against another student with the intent of ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school-sponsored activity or on a school bus where the acts are repeated more than once against any student during the school year. Such bullying policies may include provisions addressing bullying outside of the school setting if it has a direct and negative impact on a student's academic performance or safety at school.**

Today's date: \_\_\_/\_\_\_/\_\_\_

**Person Reporting Incident (Optional):** Name \_\_\_\_\_

Telephone: ( ) - \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

Place an **X** on the appropriate line: \_\_\_ Faculty/Staff \_\_\_ Student \_\_\_ Parent/Guardian \_\_\_ Family Member

1. Name of Student Victim \_\_\_\_\_ Age: \_\_\_\_\_  
(Please Print)

2. Name(s) of alleged offender(s) (if known)  
\_\_\_\_\_  
Age: \_\_\_\_\_  
\_\_\_\_\_  
Age: \_\_\_\_\_  
\_\_\_\_\_  
Age: \_\_\_\_\_

3. On what date(s) did the incident happen? \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_  
Mo Day Year Mo Day Year Mo Day Year

4. Where did the incident happen (choose all that apply)?  
\_\_\_ On school property \_\_\_ At a school-sponsored activity or event off-school property \_\_\_ Cyber-Bullying\*  
\_\_\_ On a school bus \_\_\_ On the way to/from school\* \_\_\_ Outside of school\*

5. Place an X next to the statement(s) that best describes what happened (choose all that apply):

- Hitting, kicking, shoving, spitting, hair pulling, or throwing something
- Getting another person to hit or harm the student
- Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- Demeaning and making the victim of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Intimidating (bullying), extorting, or exploiting
- Spreading harmful rumors or gossip

6. What did the alleged offender(s) say or do? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (attach a separate sheet if necessary)

7. Why did the harassment or intimidation (bullying) occur? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (attach a separate sheet if necessary)

8. List witness(s) that were present: \_\_\_\_\_  
\_\_\_\_\_

9. Is there any additional information you would like to provide?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (attach a separate sheet if necessary)

I hereby certify that the information I have provided in this complaint is true, and correct and complete to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Received by

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

This form is to be confidentiality maintained in accordance with the Family Education Rights and Privacy Act, 20 U.S.C. 1232g.

\*All incidents will be investigated, but not every incident will result in school discipline.