

Parent Bullying Report Form

Definition of bullying: an overt, unwanted, **repeated** act or gesture, including written or verbal communications or images transmitted in any manner, physical acts, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment. Bullying is **NOT** peer conflict, horseplay, or fighting. Bullying is considered to be a form of abuse. Mutual conflict where both parties participate equally is not considered bullying.

Once you have completed this form, please turn it into your cadet's building counselor or administrator in person or via e-mail.

Student Name: _____ **Parent Name:** _____

Think about your child's recent alleged bullying experience. Describe what happened.

1. How was he/she bullied? (You can check more than one):
 - Physically (for example: hit, kicked, pushed, slapped, spat on, had property taken or destroyed, etc.)
 - Verbally (for example: teased, mean things were said to me, I was called names, I was threatened)
 - Socially/Relationally (for example: excluded, ignored, had rumors spread, mean things said about student to others, others were encouraged not to like student)
 - Communication Written/Electronic (for example: others used computers, email or phone text to threaten student or make student look bad) ___at school ___outside of school

2. Is this the first time the bullying has been reported? ___yes ___no. If not the first time, now many times has it been reported? _____ To whom have previous reports been made? _____

3. *When* and *Where* did this bullying take place? _____

Has this happened before? *When*? For how long? _____

4. *Who* did this to the student? _____

5. What was happening before the bullying started? _____

6. State what the bully (perpetrator) said/did: _____

7. State what your student said/did: _____

8. *Who* else was around that saw or heard this happen? _____

9. What steps have you already taken to help in this situation?

Received Date: _____ Time: _____ By: _____

Please note: This alleged incident of bullying will be fully investigated. Sometimes, depending on several circumstances, the investigation may take several days to complete. You will be contacted on or before completion of the investigation.

INVESTIGATION REPORT

Investigated by: _____

Position: _____

Date: _____

Final Report of Investigation of bullying complaint by _____

against _____, alleged offender.

In my/our investigation of the complaint, it is found (check appropriate response):

Found grounds to substantiate the report as a bullying incident

Incident was: Verbal Physical Social/Relational Written or Electronic

Did not find grounds to substantiate the allegations

Did not find enough information to make a judgment on the allegations

Summary of investigation, findings, and disciplinary action:

Parent/Guardian Contacted: Yes Date: _____ No

Signature of Investigator/Title: _____ Date: _____

Signature of Administrator: _____ Date: _____

(if not the investigator)