



**Royal School District**  
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[www.royalsd.org](http://www.royalsd.org)

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## Harassment-Intimidation-Bullying Incident Reporting Form

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

Name of Reporting person (optional): \_\_\_\_\_

Name of Targeted Student (student being bullied/harassed/intimidated):  
\_\_\_\_\_

Your email address (optional): \_\_\_\_\_ Your phone number (optional): \_\_\_\_\_

Name of school adult you've already contacted (if any): \_\_\_\_\_

Name(s) of bullies (if known):  
\_\_\_\_\_

On what dates did the incident(s) happen (if known):  
\_\_\_\_\_

Where did the incident happen? Circle all that apply.

Classroom    Hallway    Restroom    Playground    Locker room    Lunchroom    Sport field  
Parking lot    School bus    Internet    Cell phone    during a school activity: \_\_\_\_\_ on the  
way to/from school    off school property

Other (Please describe): \_\_\_\_\_

Please check the box that best describes what the bully did. Please choose all that apply.

- Hitting, kicking, shoving, spitting, hair pulling or throwing something at the student
- Getting another person to hit or harm the student
- Teasing, name-calling, making critical remarks or threatening in person, by phone, by e-mail, etc.
- Putting the student down and making the student a target of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Making the student fearful, demanding money or exploiting
- Spreading harmful rumors or gossip
- Cyber bullying (bullying by calling, texting, emailing, web posting, etc.)
- Other

If you select other, please describe \_\_\_\_\_

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**Why do you think the harassment, intimidation or bullying occurred?**

\_\_\_\_\_

**Were there any witnesses? Yes  No  If yes, please provide their names:**

\_\_\_\_\_

\_\_\_\_\_

**Did a physical injury result from this incident? If yes, please describe.**

\_\_\_\_\_

**Was the targeted student absent from school as a result of the incident?  Yes  No If yes, please describe:**

\_\_\_\_\_

**Is there any additional information?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Thank you for reporting!**

**For Office Use**

**Received by:** \_\_\_\_\_

**Date received:** \_\_\_\_\_

**Action taken:** \_\_\_\_\_

**Parent/guardian contacted:** \_\_\_\_\_

**Circle one:      Resolved              Unresolved**

**Referred to:** \_\_\_\_\_