

REPORTING INCIDENTS OF BULLYING, HARASSMENT, INTIMIDATION and HATE BIAS

Maryland State Department of Education in accordance with the Safe Schools Reporting Act of 2005

Directions:

This form should be used to report alleged incidents of bullying, harassment, intimidation, and/or hate bias incidents that occurred during the current school year 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, or through electronic communication on or off school property. School staff will address incidents that occur at school or have a connection or nexus back to the school setting that create a risk of harm to other students while they are at school or interfere with the educational environment.

This form can be completed by anyone who has knowledge of an alleged incident. If you are a student, the parent/guardian or caregiver of a student, a close adult relative of a student, a school staff member, or a bystander and wish to report an incident of alleged bullying, cyberbullying, harassment, or intimidation or hate bias, please submit this form. It will automatically be sent to the administrators of the school you select. You may contact the school for additional information or assistance at any time.

Note:

- If you are reporting an incident of bullying, harassment and/or intimidation with an adult target or respondent, **do not complete this form**. Instead, please contact an administrator at the school to report the incident.
- If you are reporting an incident of hate bias, you can complete this form if the target or respondent is an adult.

Definitions:

- **Bullying** – is unwanted, demeaning behavior among students that involves a real or perceived power imbalance. The behavior is repeated, or is highly likely to be repeated, over time. In order to be considered bullying, the behavior must be intentional and include: 1) An imbalance of power (students who bully use their physical, emotional, social, or academic power to control, exclude, or harm others), and 2) Repetition (bullying behaviors happen more than once or are highly likely to be repeated based on evidence gathered).
- **Cyberbullying** – is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through texting, apps, or online via social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or hurtful content about another student. It can include sharing personal or private information about someone else causing embarrassment or humiliation.
- **Harassment** – includes actual or perceived negative actions that offend, ridicule, or demean another student with regard to race, ethnicity, national origin, immigration status, family/parental or marital status, sex, sexual orientation, gender identity, gender expression, religion, ancestry, physical attributes, socioeconomic status, physical or mental ability, or disability.
- **Intimidation** – is any communication or action directed against another student that threatens or induces a sense of fear and/or inferiority. Retaliation may be considered a form of intimidation.
- **Hate Bias** - includes any conduct or incident that does the following: involves discrimination based on personal characteristics that include race, ethnicity, color, ancestry, national origin, religion, immigration status, sex, gender, gender expression, sexual orientation, family/parental status, marital status, and age. This includes any discrimination based on physical or mental disability, poverty and socioeconomic status, language, or other legally or constitutionally protected attributes or affiliations.

Based on these definitions, which do you think best describes the incident you are reporting?*

Bullying, harassment, and/or intimidation

Incident of hate bias

Mandatory fields are marked with an asterisk *

Person Reporting Incident

Name*

First Name

Last Name

Phone Number

Email*

Relationship to Target*

School*

How many targets are there for the incident you are reporting?

1-3 clearly identifiable targets

A small group, some of whom are identifiable, targeted because of their race, ethnicity, color, ancestry, national origin, religion, immigration status, sex, gender, gender expression, sexual orientation, family/parental status, marital status, and age.

A large group, not individually identifiable, targeted because of their race, ethnicity, color, ancestry, national origin, religion, immigration status, sex, gender, gender expression, sexual orientation, family/parental status, marital status, and age.

The Incident

Number of Identifiable Targets*

None/Unknown

1

2

3

Respondents

This form is used to report incidents involving students only. If the respondent is an adult or a staff member, please contact the school principal to report the incident.

Number of Alleged Respondents/Offenders*

None/Unknown

1

2

3

Witnesses

Number of Alleged Respondents/Offenders*

None/Unknown

1

2

3

Date(s) Incident(s) Occurred

At a minimum, the first date is required*

Date*

Date

Date

Date

Check the statement(s) that best describes what happened (choose all that apply)*

- Any bullying, harassment, or intimidation that involves physical aggression
- Demeaning behavior to impress others
- An act or threat of retaliation
- Demeaning and making the student the target of jokes
- Excluding or rejecting the student
- Spreading harmful rumors or gossip
- Gang Related/Gang Recruitment
- Racial/Ethnic Harassment
- Actions/comments related to the student's race/ethnicity
- Actions/comments related to the student's religion
- Actions/comments related to the student's immigration status
- Actions/comments related to the student's socio-economic status
- Actions/comments related to the student's perceived sexual orientation
- Actions/comments related to the student's gender identity
- Other: _____
- Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- Demeaning behavior just to be mean
- Getting another person to target or demean the student
- Making rude and/or threatening gestures
- Intimidating, extorting, exploiting the student
- Cyberbullying (social media, text messages, etc.)
- Human Trafficking or Prostitution Recruitment
- Sexual Harassment
- Actions/comments related to the student's national origin
- Actions/comments related to the student's sex
- Actions/comments related to the student's family/parental or marital status
- Actions/comments related to the student's academic performance
- Actions/comments related to the student's gender expression
- Actions/comments related to the student's disability

Where did the incident happen? (check all that apply)*

- On school property
- At a school-sponsored activity or event off school property
- On a school bus
- On the way to/from school
- Digital device on school property
- Digital device off school property
- During virtual learning
- Other: _____

Describe the incident(s), including what the alleged respondent(s) said or did.

Why do you think the bullying, cyberbullying, harassment, and/or intimidation occurred?

Did a physical injury result from this incident?*

Did a psychological injury result from this incident?*

Is there any additional information you would like to provide?

Your association to the incident?*

Signature*

By signing this reporting form, I attest that all information on this form is accurate to the best of my knowledge and I understand the serious nature of this report.

By signing this reporting form, I understand and agree to be contacted by school, local, state or federal authorities to assist in the matters of this report.