Palmer Public Schools Bullying/Harassment/Intimidation Incident Reporting Form

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g. Incident Report to be filed in the disciplinary record and incident entered into the <*electronic database*>.

Directions: Bullying/Harassment/Intimidation (BHI) are serious offenses and will not be tolerated. If you are a student, the parent/guardian of a student, a volunteer or visitor, and wish to report an incident of alleged bullying/harassment/intimidation, complete this form and return it to the Principal or Administrative Designee at the student's school. All school employees are required to report alleged violations. Contact the school for additional information or assistance at any time. This form can be completed anonymously by omitting signature and name and returning to the assistant principal.

Every reported act of BHI will be investigated, and parents/guardians will be informed.

Name of Student Target:_____ Grade/School:_____

Name(s) of Alleged Offenders	Grade	School	Is she/he a Palmer student?
_____	_____	_____	☐ Yes ☐ No
_____	_____	_____	☐ Yes ☐ No

Incident Date: ____/____/____

Where did the incident occur? (Check all that apply)	**What happened during the incident? (Check all that apply)**	**Did a physical injury result from this incident? (Check one)**
☐ School Bus Stop	☐ Taunting ☐ Retaliation	☐ No
☐ To/From School	☐ Threat ☐ Humiliation	☐ Yes, medical attention required
☐ Text/Phone/Internet/Social Media	☐ Intimidation ☐ Exclusion	☐ Yes, medical attention NOT required
☐ School sponsored activity	☐ Stalking ☐ Physical Contact	**Student absent from school as a result of the incident?**
☐ Event off school property	☐ Theft ☐ Cyber-bullying	☐ Yes ☐ No
☐ School Grounds ☐ Other _____	☐ Other _____	Number of days absent:

Are you: ☐ Student ☐ Faculty/Staff ☐ Parent/Guardian ☐ Other _____

Leave blank if reporting anonymously.

Person reporting incident: (Please Print) _____

Telephone/Cell Information: _____

Signature: _____ Date: _____

Describe the incident: (use the back of this sheet for additional space) _____

_____

_____

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