

## **Directions for Completing the Victim of Bullying, Harassment, or Intimidation Form**

Each day, an undetermined number of students stay home from school because they are afraid of and/or tired of being bullied and feeling harassed or intimidated. Schools and school systems are working to provide an environment for students where they can feel safe and learning can take place.

The *Victim of Bullying, Harassment, or Intimidation* form has been developed to provide a vehicle by which acts of bullying, harassment, or intimidation can be reported to the student's school. This form may be filled out by a student, the parent or guardian of a student, close adult relative of the student, or a school staff member.

A definition of bullying, harassment, and intimidation is given to guide students, parents, and school staff members when completing this form.

A student is bullied when he or she is exposed to intentional negative actions on the part of one or more students, and whose ability to participate in or benefit from the school's educational programs or activities is adversely affected. Bullying often occurs repeatedly and over time.

A student is harassed when he or she perceives or actually experiences discomfort with identity issues in regard to race, color, national origin, gender, disability, sexual orientation, religion, or other identifying characteristics, and whose ability to participate in or benefit from the school's educational programs or activities is adversely affected.

A student is intimidated when he or she is subjected to intentional action that seriously threatens and induces a sense of fear and/or inferiority, and whose ability to participate in or benefit from the school's educational programs or activities is adversely affected.

If your child has felt bullied, harassed, or intimidated, complete this form in its entirety and return the form to the person designated by the school. The alleged acts of bullying, harassment, or intimidation reported on this form will be investigated by the school designee.

You may learn more about how the Maryland State Department of Education is addressing bullying by visiting the web site at

[HTTP://WWW.MARYLANDPUBLICSCHOOLS.ORG/MSDE/DIVISIONS/STUDENTSCHOOLSVCs/STUDENT\\_SERVICES\\_ALT/](http://www.marylandpublicschools.org/MSDE/DIVISIONS/STUDENTSCHOOLSVCs/STUDENT_SERVICES_ALT/) or calling Dominic Romano at (410) 767-0301 or email [DROMANO@MSDE.STATE.MD.US](mailto:DROMANO@MSDE.STATE.MD.US).

Please complete the attached form and mail or fax it back to Villa Maria Schools:

Villa Maria Schools  
2300 Dulaney Valley Rd  
Lutherville-Timonium, MD 21093  
Phone: 410.252.6343.x.100  
Fax: 410.560.1347  
[villamar@cc-md.org](mailto:villamar@cc-md.org)

## BULLYING, HARASSMENT OR INTIMIDATION REPORTING FORM

Directions: Bullying, harassment, or intimidation are serious and will not be tolerated. This is a form to report alleged bullying harassment, or intimidation 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, or 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 at the student victim's school. Contact the school for additional information or assistance at any time.

Bullying, harassment, or intimidation means intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication, that: (I) creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is: 1. motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attribute, socioeconomic status, familial status, or physical or mental ability or disability; or 2. threatening or seriously intimidating; and (II) 1. occurs on school property, at a school activity or event, or on a school bus; or 2. substantially disrupts the orderly operation of a school. Electronic communication means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager.

Today's date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

School: \_\_\_\_\_

School System: \_\_\_\_\_

**PERSON REPORTING INCIDENT** Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Place an X in the appropriate box:  Student  Student (Witness/Bystander)  Parent/guardian  Close adult relative  
 School Staff

1. Name of student victim: \_\_\_\_\_ Age: \_\_\_\_\_  
(Please print)

2. Name(s) of alleged offender(s) (If known): <small>(Please print)</small>	Age	School <small>(if known)</small>	Is he/she a student?
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. On what date(s) did the incident happen?:

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year                      Month Day Year                      Month Day Year

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

- Any bullying, harassment, or intimidation that involves physical aggression
- 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
- Electronic Communication (specify) \_\_\_\_\_
- Other (specify) \_\_\_\_\_

5. Where did the incident happen (choose 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\*

\*Will be collected unless specifically excluded by local board policy

6. What did the alleged offender(s) say or do? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach a separate sheet if necessary)

7. Why did the bullying, harassment or intimidation occur? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Attach a separate sheet if necessary)

8. Did a physical injury result from this incident? Place an **X** next to one of the following:

- No       Yes, but it did not require medical attention       Yes, and it required medical attention

9. If there was a physical injury, do you think there will be permanent effects?  Yes  No

10. Was the student victim absent from school as a result of the incident?  Yes  No  
If yes, how many days was the student victim absent from school as a result of the incident? \_\_\_\_\_

11. Did a psychological injury result from this incident? Place an **X** next to one of the following:

- No       Yes, but psychological services have not been sought       Yes, and psychological services have been sought

12. Is there any additional information you would like to provide? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach a separate sheet if necessary)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_