**Bullying/Harassment/Discrimination Documentation Form**

Reported by: Report Date: Incident Date:

Perpetrator Name(s):

Victim Name(s):

Witness (es):

(Please mark all that apply)

□ Verbal Abuse □ Rumors □ Electronic Messaging □ Taking Property

□ Physical Acts □ Exclusion □ Social Networking Sites □ Destroying Property

□ Threats □ Obscene Gestures □ Email □ Cell Phones / Photos

□ Intimidation □ Making Faces □ Taunting □ Other Physical Act (List):

Location

□ Bus Stop □ Cafeteria □ Bus □ Hallway

□ Classroom □ Playground/Athletic Field □ Locker room □ Restroom

□ Other (List): □ Online □ Lunch area

When did this take place?

□ After School □ Before School □ During Class □ Lunch □ Passing Period □ Recess/Break

Description/Narrative

Briefly describe nexus to school (Use back if needed):

**Is This Bullying (Per Ed. Code 32261) based on any of the actual or perceived characteristics set forth in Penal Code 422.55 and Education Code 220, including disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics?**

The characteristics include:

□ Severe or pervasive physical/verbal acts or conduct?

□ Is the student fearful?

□ Is it affecting the student’s attendance?

□ Is it affecting the student’s physical or mental health?

Immediate action taken to intervene (when safe to do so):

□ Report given to office

□ Referral / discipline □ Referred to counseling/teacher, psych.

□ Parents/guardians contacted □ Parents/guardians contacted

□ Other: □ Warning

Summary of Actions Taken:

Investigation By:

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

Sample Interview Questions

1. Why was the victim targeted?
2. Does perpetrator know the victim(s)?
3. Do they share any classes (If so, list classes and teachers)?
4. Did teachers notice any negative behaviors leading up to the event (If they shared classes)?
5. Have the students had problems before?
6. Describe problems?
7. Does the perpetrator understand what bullying is and able to describe it?