



# Smith Academy Bullying Report Form

**Part I** ADMINISTRATION OF THE GOVERNMENT  
**Title XII** EDUCATION  
**Chapter 71** PUBLIC SCHOOLS  
**Section 37O** SCHOOL BULLYING PROHIBITED

**Bullying** is defined as the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof.

**Cyberbullying** is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

### Reporter Contact Information

Reports can be made anonymously.

*(Please note: Discipline decisions cannot be made solely on anonymous reports.)*

Name *(optional)*: \_\_\_\_\_ Date: \_\_\_\_\_

I am *(choose one)*:

Student \_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Staff Member \_\_\_\_\_ Other \_\_\_\_\_

Phone number *(optional)*: \_\_\_\_\_

Email address *(optional)*: \_\_\_\_\_

### **Incident Information**

Student Who Was Harmed: \_\_\_\_\_ Grade: \_\_\_\_\_

Student(s) Who Did Harm: \_\_\_\_\_

Date and time of incident: \_\_\_\_\_

Location: \_\_\_\_\_

What type of threat is being reported:

- 1. Bullying
- 2. Cyberbullying

**"Victim" has experienced** (check all that apply):

**BULLYING**

**Physical Harm** – Acts such as hitting, spitting, kicking, or damaging your or another student’s possessions

**Verbal** – Saying mean or hurtful things or threatening you or another student

**Social** – Excluding a you or a student from a group, telling peers not to talk to you or another student. Creates a hostile environment. Infringes in student's rights.

**Emotional Harm** – Spreading mean rumors or lies about someone

**Cyber/Online** – Occurs on website or social media, by cell phone, email or text message

**School Environment** – Substantially disrupts the education process.

**CYBERBULLYING**

- the creation of a web page or blog in which the creator assumes the identity of another person
- the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates unwelcomed conditions
- distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses

Did the bullying include mean comments about you or other students?

- Physical Appearance       Gender or Gender Expression
- Academic Performance       Religious or Cultural Beliefs
- Race/Ethnicity or Perceived Race/Ethnicity
- Sexual Orientation or Perceived Sexual Orientation

Please give any other details about the incident that you feel are important. Attach additional pages if necessary (Please include your name and date on each page).

Did you witness the event?     Yes                       No

Name(s) of Witness (including adults, if any):

*Enter names of witnesses here; page will expand to fit your answer.*

I am submitting this form based on my belief that [enter name of the other student here] bullied me or another person. I am reporting this because I am concerned and I want the situation to be better in the future.

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

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_