

**The School District of Lee County
Bullying/Harassment Reporting Form**

*This form should be used to report a possible case of
bullying or harassment and turned in to school administration.*

What is Bullying?

Bullying is when someone is being hurt repeatedly and on purpose by words or actions and has a hard time defending or stopping what is happening to them.

What is Harassment?

Harassment is any threatening, insulting, or humiliating conduct directed toward a student or school employee.

The following are types of bullying and harassing behavior:

- **Physical** – hitting, pushing, spitting, or stalking.
- **Verbal** – name calling, teasing, making insulting remarks, threatening, disrespecting or demeaning a person’s race, disability, appearance, or sexual orientation.
- **Emotional** – spreading rumors, isolating a person from a peer group through hurtful gossip.
- **Sexual** – unwanted sexual advances or actions intended to make the other person uncomfortable, embarrassed, or humiliated, and might include obscenities or gestures, exposure, or physical contact.
- **Cyber Bullying** – using the internet; electronic telecommunication device to communicate words, images or language to willfully harm a person in the manner described above.

In order to be considered bullying, the behavior must meet three criteria:

- **Repeated** – bullying behaviors or actions happen more than once.
- **Intentional** – bullying behaviors or actions that occur without provocation.
- **Power Imbalance** – students who display bullying behaviors use their power – such as physical strength, access to embarrassing information, or popularity – to control or harm others.

To file a written complaint of a possible case of bullying and harassment, complete page 2 of this form. Please be sure to include any information and evidence that supports the bullying/harassing behavior and submit the form to school administration.

The role of Lee County Schools is to provide a safe and healthy learning environment for all students. When a possible case of bullying and/or harassment has been reported, the school will follow up and a formal investigation will be conducted upon receipt of a formal complaint. Regardless of the investigative outcome, the school will ensure that students are provided appropriate interventions that support the safety and well-being of all students.

FOR OFFICE USE ONLY

Received By:	Date Received:
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PLEASE PRINT

YOUR NAME (last, first, middle)	TODAY'S DATE
TARGET NAME (last, first, middle)	SCHOOL/GRADE
ALLEGED OFFENDER NAME (last, first, middle)	SCHOOL/GRADE

1. Describe what happened. Include in detail: Who? What? Where? When? And How? (Attach additional pages, if necessary):
2. List or attach evidence, if possible (i.e. letters, photos, screenshots, etc.):
3. Were there any witnesses? List name(s), grade, and school (if known):
4. Has this happened more than one time? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
5. Have you spoken with someone at school about this before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Who?

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature of Complainant

Date

Check here if you want to remain anonymous. Anonymous means that the name of the individual reporting an alleged incident of bullying/harassment will remain confidential. Complaints of sexual harassment must be referred to the Equity Coordinator for a Title IX investigation.

Thank you. Your report will be followed up and an investigation will be conducted.
If you fear a student is in IMMEDIATE danger, please contact Law Enforcement immediately.