

**Litchfield Public Schools**  
**Safe School Climate Violation Reporting Form for Reporter of Incident(s)**

Please fill this form out to report bullying, harassment, or intimidation and submit it to the building level principal.

**Public Act No. 11-232 definition of bullying** - "Bullying" means (A) the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or (B) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that: (i) Causes physical or emotional harm to such student or damage to such student's property, (ii) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student, (iv) infringes on the rights of such student at school, or (v) substantially disrupts the education process or the orderly operation of a school. Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics;

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

**Date:** \_\_\_\_\_

**Note to Person Reporting: This form will be confidentially maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and will not be shared with anyone except those working to assist in this important matter.**

Name of Person Reporting (You may write 'anonymous'):		Grade:
		Parent:      Yes      No
Name of Alleged Victim(s)/Person(s) being hurt:		Grade:
Name of Alleged Perpetrator(s):		Grade:
Witness(es):		

Date of incident/When did this happen?	Time:	Location/Place:
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Place an  next to the statement(s) that best describes what happened:

<input type="checkbox"/> Physical aggression (shoving, punching, etc.)	<input type="checkbox"/> Exclusion or rejection of the student
<input type="checkbox"/> Getting another student to hit/harm student	<input type="checkbox"/> Spreading rumors/gossip
<input type="checkbox"/> Teasing, name calling, criticizing	<input type="checkbox"/> Making rude and/or threatening gestures
<input type="checkbox"/> Intimidating, threatening, extorting, or exploiting	<input type="checkbox"/> Electronic communication
<input type="checkbox"/> Other: _____	

What did the alleged offender(s) say or do? Be as specific as possible.	Please describe: _____ _____ _____ _____ _____ _____ _____ <div style="text-align: right;">(Attach a separate sheet if necessary)</div>
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How often/many times has this happened? When?	_____ _____ _____ _____ _____ <div style="text-align: right;">(Attach a separate sheet if necessary)</div>
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I have read this document and agree this summary is a true and accurate record of my report.

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