Bullying, Harassment Worksheet

Counseling and Student Services
Wake County Public School System • Cary, North Carolina 27518

**Definition:** Bullying is the repeated use by one or more students (aggressor[s]) of a written, verbal or electronic expression or a physical act or gesture or any combination target that: 1) causes physical or emotional harm to the target or damage to the target’s property; 2) places the target in reasonable fear of harm to damage to his/her property; 3) creates a hostile environment at school for the target; 4) infringes on the rights of the target at school; or 5) substantially disrupts the education process or the orderly operation of a school.

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**Person Reporting Bullying** ____________________________________  □ I’d like this report to be anonymous

Place an X in the appropriate box to indicate your role as reporter:

□ Student being bullied □ Student (witness/bystander) □ Parent/guardian □ Close adult relative □ School staff member

Today’s Date __________________________ Date bullying occurred __________________________

Name of the person being bullied ___________________________________________ Grade ________

Name of the person doing the bullying _________________________________________ Grade ________

Location of bullying incident ________________________________________________________

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**Type of Bullying** (check all that apply)

□ **Physical Bullying** (punching, pushing, shoving, kicking, inappropriate touching, headlocks, teasing, tickling, fighting, school pranks)

□ **Emotional Bullying** (spreading malicious rumors, keeping out of a certain group, ganging on up on others, silent treatment, harassment, provocation)

□ **Verbal Bullying** (profanity at the target, tormenting, being laughed at, rumors, harassment, commenting negatively about someone’s looks, gender identity)

□ **Cyber Bullying** (abuse using email, instant messaging, text messaging, websites, social networking sites, etc.)

□ Other: ______________________________________________________________________

**Describe details of the bullying** (please include where the bullying occurred, any other witnesses, and any school staff that was told):

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

*Please give this form to your teacher or to another staff member. Thank you for making this report.*
Bullying Investigation / School Use Only From this Point

<table>
<thead>
<tr>
<th>Name of School Level Investigator</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Aggressor</td>
<td>Grade</td>
</tr>
<tr>
<td>Repeat Offender</td>
<td>□ Yes    □ No</td>
</tr>
<tr>
<td>Repeat Target</td>
<td>□ Yes    □ No</td>
</tr>
<tr>
<td>Name of Repeat Target</td>
<td>Grade</td>
</tr>
<tr>
<td>Witness</td>
<td>Grade</td>
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<tr>
<td>Witness</td>
<td>Grade</td>
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</tbody>
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Investigation Summary:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

*Please use additional sheets of paper and attach to this document as needed

Conclusion from the Investigation

Finding of Bullying? □ Yes □ No

Contacts: □ Aggressor’s parents □ Target’s parents □ Law Enforcement Date ______________________________

Action Taken: □ Loss of privileges □ Detention □ Referral □ Suspension □ ISS □ ALC □ Other __________

Action Details:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Victim Support: □ Mediation □ Counseling □ Other ______________________________

Follow Up:
□ Aggressor ___________________________________________ Date ______________________________
□ Target ______________________________________________ Date ______________________________

Details
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Signature of School Level Investigator ___________________________________________ Date __________