

Bullying, Harassment or Intimidation Reporting Form

St. Matthew Catholic School

10703 Wurzbach Rd. * San Antonio, Texas 78230
Phone (210) 478-5099 Fax (210) 696-7624

St. Matthew Catholic School does not condone harassment of any kind including bullying and intimidation in any of its forms. All students are to be treated with dignity and respect. Harassment in any form is prohibited and will be immediately addressed. This form is to be used to file a report of alleged bullying, harassment or intimidation that occurred on school property; at a school-sponsored activity or event or through electronic communication. If you are a student victim, the parent/guardian of a student victim, a close adult relative of a student victim or a school staff member and wish to report an incident of alleged bullying, harassment or intimidation, complete this form and return it to the school administration.

Today's date ____/____/____

This form may be submitted anonymously.

Person Reporting the Incident: Name _____
Telephone # ____-____-____ E-mail _____

Place an X in the appropriate box:

Student Student (Witness/bystander) Parent/Guardian Adult Relative School Staff Member

1. Name of student victim _____ Homeroom _____
(Please Print)

2. Name of alleged offender(s) (if known) Grade Homeroom Teacher

Name of alleged offender(s) (if known)	Grade	Homeroom Teacher

3. On what date(s) did the incident happen? ____/____/____ ____/____/____ ____/____/____
Mo./Day/Year Mo./Day/Year Mo./Day/Year

4. Where did the incident happen (Choose all that apply)?
 On school property At a school-sponsored activity or event (off school property)
 Through electronic communication During the school day

5. Place an X next to the statement(s) that best describes what happened (choose all that apply):
 Any bullying, harassment or intimidation that involves physical aggression
 Getting another person to hit or harm the student
 Teasing, name-calling, making critical remarks, or threatening, in person or by other means
 Demeaning and making the victim of jokes
 Excluding or rejecting the student Making rude and/or threatening gestures
 Spreading harmful rumors or gossip Intimidating, extorting or exploiting
 Electronic communication (specify) _____
 Other (specify) _____

6. Name(s) of adult or student witnesses:	adult	student

(Additional names may be listed under # 11 below)

(Place an X in the appropriate space)

7. What did the alleged offender(s) say or do?

(attach a separate sheet if necessary)

8. Why did the bullying, harassment or intimidation occur?

(attach a separate sheet if necessary)

9. Did a physical injury result from the incident?
 No Yes, but it did not require medical attention Yes, and it required medical attention

10. Was the student victim absent from school as a result of the incident?
 No Yes

11. Is there any additional information you would like to provide?

(attach a separate sheet if necessary)