

# HAZING/BULLYING INCIDENT REPORT

This form is to be used for reporting bullying and hazing incidents to the building Principal. School employees who witness bullying or hazing are legally obligated to report each incident. Failure to comply with state law may result in civil and criminal liability.

## Definitions:

**Hazing**—doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

**Bullying**—an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Person reporting incident: \_\_\_\_\_

Date and time: \_\_\_\_\_ Location: \_\_\_\_\_

Persons involved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal's action:

\_\_\_\_\_  
\_\_\_\_\_

Principal's signature: \_\_\_\_\_ Date: \_\_\_\_\_