

ARCHDIOCESE OF BALTIMORE

THE DEPARTMENT OF CATHOLIC SCHOOLS

320 CATHEDRAL STREET, BALTIMORE, MD 21201

BULLYING, HARASSMENT OR INTIMIDATION REPORTING FORM

Updated July 1, 2018

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.

Discrimination and harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

"Bullying, harassment, or intimidation" means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication, that:

- A. Creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance or with a student's physical or psychological well-being and:
 - 1. Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or
 - 2. Is sexual in nature; or
 - 3. Is threatening or seriously intimidating; and
- B. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

Electronic technology means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.

Retaliation means an act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct).

This is an electronic form click in the gray shaded fields to begin typing

Today's date:	Someth Day Year	chool:		
PERSON REPORTING Name: Telephone:	_	-mail:		
Reporter is a: □Stude	ent □Parent/Guardian	□Close adult relative	□School staff	
1. Name of student vic	tim:		Age:	Grade:
2. Name(s) of alleged	offender(s) (If known):			

Name		Age	School (if differe	nt)	Is he/she a student?
					□Yes □No
					□Yes □No
					□Yes □No
4.	Names of witness(es) (if known): On what date(s) did the incident happen? I I I I I th Day Year Month Day Year Month Day Year				
5.	Place an X next to the statement(s) that best	describes	what happened (choose all that apply):	
6.	□ Hitting, kicking, shoving, spitting, hair pullir □ Getting another person to hit or harm the s □ Teasing, name-calling, making critical rem □ Demeaning language □ Making rude and/or threatening gestures □ Excluding or rejecting the student □ Threats, extortion or exploitation Where did the incident happen (choose all tha □ On school property Location (e.g. classroom, playground) □ At a school-sponsored activity or event off □ On a school bus □ On the way to/from school □ Online □ Other (Specify):	tudent arks tapply)?	roperty	☐ Intentional damage to ☐ Electronic Communic ☐ Other (specify) ☐ Spreading harmful ru	ation (Specify)
7.	What did the alleged offender(s) say or do?				
8.	Do you know why the bullying, harassment of	or intimida	ation occurred?		
9.	Is there any additional information you would	l like to p	rovide?		
Re	porter's Name:				
Sig	nature:	Date:			
	ult assisting, if any:				