**Bullying, Harassment or Intimidation Reporting Form**

**Altar Valley School District**
10105 S. Sasabe
Tucson, Arizona 85736
www.atlarvalleyschools.org

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act.

**Directions:** Bullying, harassment or intimidation is not acceptable. Please complete this form to report alleged bullying, harassment, or intimidation and return it to the school administration office. Contact the school for additional information or assistance at any time.

<table>
<thead>
<tr>
<th>Today's Date: ______________________</th>
<th>School: ______________________</th>
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**Name of Person Reporting Incident:**

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<tr>
<th>Telephone: _______________________</th>
<th>E-mail: ______________________</th>
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Are you (Check one):

- Student/ Victim
- Student Witness/Bystander
- School Staff Member
- Parent/Guardian
- Close Adult Relative
- Other Adult

**Name(s) of Student Victim(s):**

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<tr>
<th>Name(s) of Alleged Offender(s):</th>
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| Name(s) of Witness(es)/Bystander(s):

1. On what date(s) did the incident(s) happen? __________  __________  __________

2. Where did the incident(s) happen? (Check all that apply):

- Bus
- Cafeteria
- Classroom
- Hallway
- Playground
- Restroom
- School Activity/Event
- To/From School
- Other: ______________________

3. What type(s) of Bullying, Harassment or Intimidation occurred? (Check all that apply):

- Physical
  - Hitting, Kicking, Pushing, Etc.
- Verbal
  - Name Calling, Taunting, Etc.
- Psychological
  - Social Exclusion/Rejection, Rumors, Gossip, Etc.

4. Was there an adult around at the time of the incident? Yes  No
   If so, who? ______________________

5. Explain what you saw and heard:

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**FOR OFFICE USE ONLY**

Complaint Investigated:  Yes  No  Administrator Signature ______________________

Student Rights and Resolution Forms provided to alleged victim:  Yes  No  Administrator Signature ______________________

Entered into Database:  Yes  No  Administrator Signature ______________________
Actions Taken (Completed by Administrator):