

**PELHAM SCHOOL DISTRICT PROCEDURE
JICK-R1 – PUPIL SAFETY AND VIOLENCE PREVENTION**

Alleged Bullying Incident Reporting Form

If you feel a student in the Pelham School District is being bullied by another student, please complete this form and submit it to the principal of the student's school.

Bullying - The state of New Hampshire has a specific definition of bullying. Key elements include:

- An imbalance of power.
- Only student interactions with other students.
- Either a single incident or a pattern of behavior.
- Things that cause physical harm, property damage, emotional distress, interference with educational opportunities, a hostile educational environment, or a substantial disruption of school.

The full definition and details are in Pelham School Board Policy JICK.

Name of person reporting incident _____ Role/Relationship to student _____

School(s): _____

Name of student who was allegedly being bullied _____

Name of Student(s) who was allegedly bullying _____

Describe the incident as clearly as possible including what force, if any, the alleged bully used, any statements, and any physical contact. Include the time, date and location of each event as well as you know it. (You may use the back or additional pages if needed.)

List the name(s) of witnesses or others who may have been involved in the incident. Please be as detailed as possible.

Describe any actions that have already been taken to address the situation, if applicable:

- I understand that Pelham School Board Policy JICK requires certain communication and documentation with all parties listed above. In rare instances, the Superintendent can provide an exception to this rule.

Signature of Reporter: _____ Date: _____

(For Office Use Only) **Date and Time Received:** _____