

HARASSMENT, INTIMIDATION, AND BULLYING OF STUDENTS
Incident Reporting Form – Lake Washington School District

Reporting person (optional): _____

Targeted student: _____

Your email address (optional): _____

Your phone number (optional): _____ **Today's date:** _____

Name of school adult you have already contacted (if any):

Name(s) of student(s) exhibiting behavior of concern (if known):

On what dates did the incident(s) happen (if known):

Where did the incident happen? (Circle all that apply.)

- | | | | | | |
|--------------------------|-------------|---------------------|---------------------------|-------------|-----------|
| Classroom | Hallway | Restroom | Playground | Locker room | Lunchroom |
| Sport field | Parking lot | School bus | Internet | Cell phone | |
| During a school activity | | Off school property | On the way to/from school | | |

Other -Please describe. _____

Please check the box that best describes what the student(s) did. (Please choose all that apply.)

- Hitting, kicking, shoving, spitting, hair pulling or throwing something at the student
- Getting another person to hit or harm the student
- Teasing, name calling, making critical remarks or threatening in person, by phone, by e-mail, etc.
- Putting the student down and making the student a target of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Making the student fearful, demanding money or exploiting
- Spreading harmful rumors or gossip
- Verbal, visual, or physical harassment of a sexual nature
- Cyber bullying (e.g. bullying by texting, e-mailing, web posting, etc.)
- Other _____

If you select other, please describe:

Describe the incident(s).

Were there any witnesses? Yes No If yes, please provide their names:

Did a physical injury result from this incident? Yes No If yes, please describe:

Was the targeted student absent from school as a result of the incident? Yes No
If yes, please describe:

Additional information:

----- For Office Use -----

Received by: _____

Date received: _____

Investigation completed: _____ Attach written report: _____

Action taken: _____

Parent/guardian contacted: _____

Referred to: _____

Sent to Compliance Officer: _____

09/15/14