

**Issaquah School District
Prohibition Against Harassment, Intimidation and Bullying
Incident Reporting Form**

Reporting person (optional): _____

Targeted student: _____

Your email address (optional): _____

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

Name of school adult you've already contacted (if any): _____

Name(s) of alleged aggressor (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 Sports 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 alleged aggressor 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
- Cyber bullying (bullying by calling, texting, emailing, web posting, etc.)
- Other

If you select other, please describe: _____

Why do you think the harassment, intimidation or bullying occurred?

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

Did a physical injury result from this incident? If yes, please describe.

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

Is there any additional information?

Thank you for reporting!
Return Incident Reporting Form to the School Principal

For Internal Use only:

Received by: _____ Date received: _____

Referred to: _____ Date referred: _____

Parent/guardian contacted (name and contact info): _____

Date Compliance Officer notified _____

Action Taken:

Date: 04.19.11