

TONASKET HARASSMENT, INTIMIDATION OR BULLYING  
Incident Reporting Form

You are a \_\_\_student \_\_\_parent \_\_\_employee \_\_\_volunteer \_\_\_other

Reporting person (optional): \_\_\_\_\_

Targeted student: \_\_\_\_\_

Your e-mail address (optional): \_\_\_\_\_

Your phone number (optional): \_\_\_\_\_

Today's date: \_\_\_\_\_

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

Name(s) of bullies (if known): \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Where did the incident happen? Circle all that apply.

Classroom   Hallway   Restroom   Parking lot   School bus   During a school activity

Playground   Locker room   Internet   Cell phone   On the way to/from school

Lunchroom   Sport field   Off school property

Other (please describe): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please check the box that best described what the bully 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, e-mailing, 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:

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

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

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Is there any additional information?

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☐ Anonymous   ☐ Confidential   ☐ Non-Confidential

(only non-confidential reports may be used in a full investigation of harassment, bullying, and intimidation). See school website for more information.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Note: Completion of this form will initiate an investigation of the alleged incident of bullying or harassment outlined on this form. Completion of this form or its impending investigation shall not be construed to preclude a victim (or his or her parents if the victim is a minor) from seeking administrative or legal remedies under any applicable provision of law. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades learning or working environment or work assignment. Results of the investigation will determine the disciplinary action taken. **A complainant who falsely accuses someone will also be subject to disciplinary action.**

Thank you for reporting!

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

Received by:

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Date received: \_\_\_\_\_

Action taken: \_\_\_\_\_

Parent/guardian contacted: \_\_\_\_\_

Circle one:      Resolved      Unresolved

Referred to: \_\_\_\_\_