



## Reporting of Harassment, Intimidation or Bullying

District Policy 3207 prohibits harassment, intimidation, or bullying, which is defined as: any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 28A.640.010 and RCW 28A.542.010 (race, color, creed, religion, ancestry, national origin, honorably discharged veteran or military status, sex, gender, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or services animal by the person with the disability) or other distinguishing characteristics, when the act:

1. Physically harms a student or damages the student’s property; or
2. Has the effect of substantially interfering with a student’s education; or
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
4. Has the effect of substantially disrupting the orderly operation of the school.

**Today’s date:** \_\_\_\_\_

**Name of student(s) involved:** \_\_\_\_\_

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

**Contact Information:** \_\_\_\_\_

**Name of person completing form:** \_\_\_\_\_

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

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

**Please describe how the incident meets the definition of harassment, intimidation, or bullying that is stated at the top of this form:** \_\_\_\_\_

**Where did the incident happen?** Check all that apply.

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

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

**Please check any boxes 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. Please describe: \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

**Did a physical injury result from this incident?**                      No       Yes       If yes, please describe. \_\_\_\_\_

\_\_\_\_\_

**Did the incident cause the student to be absent from school?**                      No       Yes       If yes, please describe

\_\_\_\_\_

**Is there any additional information?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Thank you for reporting.**

**Please submit to your building administrator/principal.**

-----For District/Office Use -----	
Received by: _____	Date: _____
Referred to: _____	Date: _____
Action taken: _____	
_____	
Parent/guardian contacted: _____	
Notes: _____	
_____	
_____	
_____	
Check One:	Resolved                      Unresolved                      Copy to District Compliance Officer <input type="checkbox"/>