

Everett Public Schools
Elementary School Incident Report for Harassment, Intimidation and Bullying

Student Name: _____ Grade: _____ Student # _____

Teacher: _____ Time & Date of Incident: _____

Person/Position Reporting Incident: _____

Parent Name: _____ Phone: _____ (hm.) _____ (wk)

Complainant(s): _____

Type of Incident:

- ☐ Verbal Aggression: repeated name calling, dirty looks, gestures, teasing, verbal threats
- ☐ Physical Aggression: repeated unwanted touch, shoving, hitting, body blocking, infliction of harm, stealing
- ☐ Social Alienation: repeated gossiping, embarrassing, spreading rumors/notes, exclusion from groups
- ☐ Intimidation: repeated threats of any kind, threats to reveal personal information, gestures, graffiti, taking possessions, dirty tricks, dirty looks
- ☐ Other: _____

Description of the Incident: (Please be as specific as possible, noting names, dates, time of day and location of the incident(s). Include in your description the emotional response of the student to the harassing behavior. Tell the complainant that they will be informed about the progress of your investigation and the result. Confidentiality cannot be guaranteed (you may need to tell the alleged harasser the complainant's name):

Parent Contact (complainant): _____ By Phone _____ Msg.

Parent Contact (alleged harasser): _____ By Phone _____ Msg.

Action taken to remedy the situation: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Follow-up: _____

Office Use Only

Incident Code: _____ Incident # _____ Date Entered: _____

A14- Criminal Harassment

K1-Sexual

K2-Racial

K3-Bullying

K4-Intimidation

☐ Office Copy

☐ Teacher Copy