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

Time & Date of Incident: Person/Position Reporting Incident: Parent Name: Parent Name: Person 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 threats of any kind, threats to reveal personal information, gestures, graffit, taking possessi 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 inciden Include in your description the emotional response of the student to the harassing behavior. Tell the complainant that they are informed about the progress of your investigation and the result. Confidentiality cannot be guaranteed (you may need to the alleged harasser the complainant's name): Parent Contact (alleged harasser): Bay Phone Maction taken to remedy the situation: Student Signature: Date: Student Signature: Date: Student Signature: Date: Follow-up: Office Use Only Incident Code: Incident # Date Entered:	Student Name:	Gra	ade:	Student #	
Parent Name:	Teacher:	Time & Date of Inci	dent:		
Complainant(s): Type of Incident: Verbal Aggression: repeated name calling, dirty looks, gestures, teasing, verbal threats Physical Aggression: repeated gossiping, embarrassing, spreading rumors/notes, exclusion from groups Intimidation: repeated gossiping, embarrassing, spreading rumors/notes, exclusion from groups Intimidation: repeated threats of any kind, threats to reveal personal information, gestures, graffiti, taking possessi 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 incider Include in your description the emotional response of the student to the harassing behavior. Tell the complainant that they be informed about the progress of your investigation and the result. Confidentiality cannot be guaranteed (you may need to the alleged harasser the complainant's name): Parent Contact (complainant): Parent Contact (alleged harasser): By Phone MA Action taken to remedy the situation: Student Signature: Date: Student Signature: Date: Student Signature: Date: Student Signature: Date: Follow-up: Office Use Only	Person/Position Reporting Incident:				
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Student Signature: Date: Staff Signature: Date: Follow-up: Office Use Only	Action taken to remedy the situation:				
Student Signature: Date: Staff Signature: Date: Follow-up: Office Use Only					
Staff Signature: Date: Follow-up: Office Use Only	Student Signature:		Date: _		
Follow-up:Office Use Only	Student Signature:		Date: _		
Office Use Only	Staff Signature:		Date:		
	Follow-up:				
Incident Code: Incident # Data Entered:				_	
Incident Code: Incident # Date Entered: A14- Criminal Harassment K1-Sexual K2-Racial K3-Bullying K4-Intimidation					

☐ Office Copy ☐ Teacher Copy