

Everett Public Schools

Today's date: _____ Reporting person (optional): _____

Targeted student: _____ Targeted student's school: _____

Your email address (optional): _____ Your phone number (optional): _____

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

Name(s) of bullies (if known): _____

List dates did the incident(s) occurred (if known): _____

Where did the incident happen? Mark all that apply.

- ☐ Classroom ☐ Hallway ☐ Restroom ☐ Playground ☐ Locker room ☐ Lunchroom
☐ Sport 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 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
- ☐ Cyberbullying (bullying by calling, texting, emailing, web posting, etc.) If the incident involves social media or an internet site(s), will you allow access to the site where the cyberbullying occurred to aid in the investigation? ☐ Yes ☐ No
- ☐ Hazing
- ☐ Other

Describe the incident, providing specific details (write on another piece of paper if you need more space):

[illegible]

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(s)? 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?

All reports should be submitted to the student's assigned administrator.

Thank you for reporting!

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

Received by: _____	Date received: _____
Action taken: _____	
Parent/guardian contacted (complainant): _____	Date _____
Parent/guardian contacted (alleged harasser): _____	Date _____
Mark one: ☐ Resolved ☐ Unresolved	
Referred to: _____	