



Edmonds School District Harassment, Bullying, and Intimidation Reporting Form

PLEASE NOTE:

- 1) Please print, complete, and return this form to the principal/site supervisor
- 2) No disciplinary action will be taken against an alleged aggressor based solely on anonymous reporting.

School/District Site: _____

Aggressor(s): _____

Targeted student: _____

Reporting person (optional): _____

Your email address (optional): _____

Your phone number (optional): _____ Today's date: _____

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

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

Where did the incident happen? Check all that apply.

- | | | | |
|------------------------------------|--------------------------------------|--|---|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Locker Room | <input type="checkbox"/> School Bus | <input type="checkbox"/> During a School Activity |
| <input type="checkbox"/> Hallway | <input type="checkbox"/> Sport Field | <input type="checkbox"/> Internet | <input type="checkbox"/> Off School Property |
| <input type="checkbox"/> Restroom | <input type="checkbox"/> Playground | <input type="checkbox"/> Cell Phone | |
| <input type="checkbox"/> Lunchroom | <input type="checkbox"/> Parking Lot | <input type="checkbox"/> 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.

- Bullying because of potential discrimination or harassment based on any protected class **(REPORT IMMEDIATELY TO DEBBY CARTER, HR, 7012)**
- 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

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: _____

Did a physical injury result from this incident? Yes No

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? _____

Thank you for reporting!

FOR OFFICE USE

Received by: _____

Date received: _____

Action taken: _____

Parent/guardian contacted: _____

Circle one: Resolved Unresolved

Referred to: _____

**After completing this form, please send original to
Debbly Carter, Executive Director, Human Resources.**

Please keep a copy for your records.