



North Thurston Public Schools

# Incident Reporting Form

Check the box that best describes the incident you are reporting:

- HARASSMENT       INTIMIDATION       BULLYING       DISCRIMINATORY HARASSMENT
- SEXUAL HARASSMENT     SEXUAL ASSAULT

Your name: (optional): \_\_\_\_\_

Your email address (optional): \_\_\_\_\_

Your phone number (optional): \_\_\_\_\_ Today's date: \_\_\_\_\_

Name of School \_\_\_\_\_ Name of adult you've contacted (if any): \_\_\_\_\_

Name of alleged victim (student): \_\_\_\_\_

Name(s) of alleged aggressor (if known):  
\_\_\_\_\_

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"/> Hallway                | <input type="checkbox"/> Restroom    | <input type="checkbox"/> Playground          | <input type="checkbox"/> Lunchroom          |
| <input type="checkbox"/> Locker Room                  | <input type="checkbox"/> Sports Field           | <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Cell phone          | <input type="checkbox"/> Internet           |
| <input type="checkbox"/> On the way to or from school | <input type="checkbox"/> During School Activity | <input type="checkbox"/> School Bus  | <input type="checkbox"/> Off school property | <input type="checkbox"/> School Common Area |

Other (Please describe.) \_\_\_\_\_

Describe the conduct or incident, describing in detail what the alleged aggressor did. Use facts: Who, What, When, and Why etc...

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

Did an injury result from this incident? If yes, please describe:

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Was the alleged victim absent from school as a result of the incident? Yes  No  If yes, please describe

Is there any additional information?

Describe what actions you think the school should take to resolve the problem:

*Thank you for reporting*

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

Received by: \_\_\_\_\_

Date received: \_\_\_\_\_ Date student notified of action: \_\_\_\_\_

Investigation conducted?  Yes  No If Yes: fill in chart below

Date Documentation sent to:	Alleged Victim	Alleged Aggressor	Student Achievement Office
Notification Letter			
Findings Letter			
HIB Incident Report	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	
Notes and Statements	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	

Resolved  Unresolved  Reported to Law Enforcement/CPS (if applicable)

**Definitions:**

**Harassment-** Any one-sided, malicious act which causes physical harm or damages another’s property. It does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. It creates a hostile environment at school.

**Intimidation-** Implied or overt threats of physical violence that substantially interfere with a student’s education and creates a hostile environment at school.

**Bullying-** Unwanted aggressive behavior by another person or group that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. It results in physical or educational harm. Cyberbullying is conducted with technology and is bullying. It creates a hostile environment at school.

**Discriminatory Harassment-** Occurs when conduct is based on a student’s protected class (race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, mental or physical disability or other distinguishing characteristics) AND is serious enough to create a hostile environment at school.

**Sexual Harassment-** Sexual harassment is a form of discriminatory harassment. It is unwelcome behavior or communication that is sexual in nature and:

- 1) Leads the student to believe they must submit to the unwelcome sexual conduct or communication to gain something in return, OR
- 2) The conduct substantially interferes with a student’s educational performance or creates a hostile environment

**Sexual Assault-** According to Washington State Law, “sexual assault” involves one or more of the following:

- Rape or rape of a child;
- Assault with intent to commit rape or rape of a child;
- Incest or indecent liberties;
- Child molestation;
- Sexual misconduct with a minor;
- Crimes with a sexual motivation;
- Custodial sexual misconduct
- Sexual exploitation or commercial sex abuse of a minor;
- Promoting prostitution;
- An attempt to commit any of the aforementioned offenses