

## **\*\*Shorecrest High School - Harassment Incident Report\*\***

**Please fill out the following form to the best of your ability. The more information you can give, the more likely corrective action can be taken. If you are unaware, or unwilling to provide any of the information listed below, school administration will do the best they can to investigate the incident and keep the information on file for further use.**

**Information reported on the Harassment Incident Report will be held with high regards to your safety and well-being. School administration will work with you to ensure your understanding of the process while the incident is investigated.**

Full Name:\_\_\_\_\_ Today's Date:\_\_\_\_\_

I am a (check one) \_\_\_\_\_ Student \_\_\_\_\_ Faculty/Staff \_\_\_\_\_ Parent/Guardian

Who was being harassed (list all involved):\_\_\_\_\_

Who was doing the harassing (list all involved):\_\_\_\_\_

Date of Incident:\_\_\_\_\_ Location of Incident:\_\_\_\_\_

Time of Incident:\_\_\_\_\_

Have you reported this incident to an adult at school?\_\_\_\_\_

If yes, who was the adult?\_\_\_\_\_

How long has the harassment been happening? \_\_\_\_\_ First Incident \_\_\_\_\_ On-going

Please list any other individuals who witnessed the incident:\_\_\_\_\_

Description of Incident or Problem (be as detailed as possible):\_\_\_\_\_

What would you like to see happen as result of this report (i.e. have an administrator talk to the individual who is harassing others, have a teacher be aware of what is going on, have a seat changed, etc, adult/peer mediation with the harasser,)?\_\_\_\_\_

***Please turn in completed form to Lane Loland, Dean of Students or any administrator***