

CHIMACUM SCHOOL DISTRICT

INCIDENT REPORTING FORM FOR BOUNDARY INVASION

The Chimacum School District expects all staff members to maintain the highest professional, moral and ethical standards in their interaction with students. Staff members are required to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established and maintained professional boundaries as outlined in SBP 5253.

- Students and their parents/guardians are strongly encouraged to notify the principal (or other administrator) if they believe a teacher or other staff member may be engaging in conduct that violates this policy.
- Staff members are required to promptly notify the principal (or other administrator) or the superintendent if they become aware of a situation that may constitute a violation of this policy.

Name:	Date:																
Address:																	
Phone number:	Message phone:																
Name(s) of school adult you've already contacted (if any):																	
Name(s) of person you are reporting about:																	
On what dates did the incident(s) happen (if known):																	
Where did the incident happen? Check all that apply.																	
<table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Classroom</td> <td><input type="checkbox"/> Hallway</td> <td><input type="checkbox"/> Restroom</td> <td><input type="checkbox"/> Playground</td> </tr> <tr> <td><input type="checkbox"/> Locker Room</td> <td><input type="checkbox"/> Lunchroom</td> <td><input type="checkbox"/> Sport Field</td> <td><input type="checkbox"/> Parking Lot</td> </tr> <tr> <td><input type="checkbox"/> School Bus</td> <td><input type="checkbox"/> Internet</td> <td><input type="checkbox"/> Cell Phone</td> <td><input type="checkbox"/> Off Campus</td> </tr> <tr> <td colspan="4"><input type="checkbox"/> Other (please describe): _____</td> </tr> </table>		<input type="checkbox"/> Classroom	<input type="checkbox"/> Hallway	<input type="checkbox"/> Restroom	<input type="checkbox"/> Playground	<input type="checkbox"/> Locker Room	<input type="checkbox"/> Lunchroom	<input type="checkbox"/> Sport Field	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> School Bus	<input type="checkbox"/> Internet	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Off Campus	<input type="checkbox"/> Other (please describe): _____			
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- Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events, except as participants in organized community activities.
- Giving a student a ride alone in a vehicle in a non-emergency situation.
- Unnecessarily invading a student's privacy, (e.g. walking in on the student in the bathroom).
- Being alone with an individual student out of the view of others.
- Inviting or allowing individual students to visit the staff member's home.
- Visiting a student's home.
- Social networking with students for non-educational purposes.
- Other

If you select other, please describe: _____

Were there any witnesses? Yes No

If yes, please provide names: _____

Is there any additional information? _____

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

Received by: _____

Date received: _____

Action taken: _____

Parent/guardian contacted on: _____

Circle one: Resolved Unresolved

Referred to: _____

*Persons found to knowingly report false allegations will be subject to disciplinary action.
A copy of this form will be distributed to the Title IX Compliance Officer.*