

## 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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Please check the box that best describes what you observed. Please choose all that apply.																	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students (SBP 6590).</li> <li><input type="checkbox"/> Showing pornography to a student.</li> <li><input type="checkbox"/> Singling out a particular student or students for personal attention and friendship beyond the professional staff-student relationship.</li> <li><input type="checkbox"/> Socializing where students are consuming alcohol, drugs or tobacco.</li> <li><input type="checkbox"/> For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance.</li> <li><input type="checkbox"/> Sending students on personal errands unrelated to any educational purpose.</li> <li><input type="checkbox"/> Banter, allusions, jokes or innuendos of a sexual nature with students.</li> <li><input type="checkbox"/> Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students.</li> <li><input type="checkbox"/> Addressing students, or permitting students to address staff members with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.</li> <li><input type="checkbox"/> Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking Web sites, or letters (beyond homework or other legitimate school business) without including the parent/guardian.</li> <li><input type="checkbox"/> Exchanging personal gifts, cards or letters with an individual student.</li> </ul>																	

- 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.*