



Harassment, Intimidation or Bullying (HIB) Incident Reporting Form

Please read the definition below to determine if the behavior could be considered HIB:

Harassment, Intimidation, or Bullying (HIB) — is an intentional electronic, written, verbal, or physical act that:

- Physically harms a student or damages the student’s property.
- Has the effect of substantially interfering with a student’s education.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Conduct that is “substantially interfering with a student’s education” will be determined by considering a targeted student’s grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Today’s date _____ Reporting person (optional) _____

Targeted student(s) _____

Your email address & phone number (optional) _____

Name of school adult you have already contacted (if any) _____

Name(s) of alleged aggressor(s) or description (if known) _____

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

Where did the incident happen? Circle all that apply.

- | | | | | | | |
|------------|-------------|---------------------|-----------------|------------|----------|----------|
| Auditorium | Cafeteria | Cell Phone | Classroom | Courtyard | Hallway | Internet |
| Library | Locker Room | Off School Property | Parking Lot | Playground | Restroom | |
| School Bus | Sport Field | Stairway | Work/Store Room | | | |

Other (Please describe) _____

Please check the box that best describes what the bully did. Please choose all that apply.

- 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? 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 (*name*) _____

How was Parent/Guardian contacted (*i.e., phone; in person, mail*)? _____

Date the Parent/Guardian was contacted _____

Circle one: Resolved Unresolved

Referred to _____