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 ____________________________________________________

______________________________
Student Services front (FC/vl 11/02/2011) (continued on back side)
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 ____________________________________________

Student Services back (FC/VI 11/02/2011)