



Harassment Intimidation or Bullying (HIB) Incident Reporting Form

Use this form to report harassment, intimidation or bullying you have been involved in or observed. You may choose not to include your name. An anonymous report may bring increased supervision but will not result in an investigation or disciplinary action. You may give this report to any school adult.

Report Options

- Anonymous - No disciplinary action will be taken based solely on this report
- Confidential - No disciplinary action will be taken based solely on this report
- Non-Confidential - District will fully implement anti-retaliation process

Today's date: _____

Your name (optional): _____ Grade: _____

Targeted student: _____ Grade: _____

Name of school adult you've already contacted (if any): _____

Name(s) of aggressor (if known): _____ Grade: _____

On what date(s) did the incident(s) happen (if known): _____ Time/Class: _____

Has this happened before? Yes No If yes, when? _____

Were there any witnesses? Yes No If yes, please provide their first and last names: _____

Where did the incident happen? (check all that apply):

- Classroom
- Hallway
- Restroom
- Lunchroom
- Playground
- Locker room
- Sport field
- During a school activity
- On the way to or from school
- School bus
- Parking lot
- Off school property
- Cell phone
- Internet

Other (Please name) _____

Please check the box that best describes behavior of alleged aggressor . 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 notes, 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 (please describe): _____

Did a physical injury result from this incident? Yes No

If yes, describe what and who you saw for assistance: _____



Did you or the student miss school as a result of the incident? Yes No

If yes, please describe:

Please describe the incident:

Why do you think the harassment, intimidation or bullying occurred?

Is there any additional information?

Thank you for reporting!

Please only report what you know or believe to be true. To intentionally give a false report violates district policy and will result in disciplinary action.

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

Received by: _____

Date Received: _____

- This is an HIB Incident: please investigate under District Policy/Procedure 3207 process.
- Upon review, this incident will best be resolved using the guidelines under Sumner School District general discipline policies/procedures.

Action Taken(check all that apply)

- Interview (Action Form) Date: _____
- Ensured safety of all students involved (Please attach a copy of any of the following forms used).
 - * No Contact/Harassment Agreement
 - * Target Safety Plan
 - * Behavior Change Plan
- Appropriate Disciplinary Action Forms