

Reporting Harassment, Intimidation & Bullying



SHSD CARES

Staying Safe Together

What is Harassment, Intimidation & Bullying (HIB)?

Harassment, intimidation, or bullying (HIB) means an intentional electronic, written, verbal or physical act that:

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

How can I report HIB?

- Tell someone at the school - teacher, counselor, principal
- Make an anonymous report using the district's Safe Schools Tip Line (email, call or text) 855-745-3674 or 1341@alert1.us
- Complete a HIB form

What happens after I submit a report?

Once a report is received, the principal or designee at the school will begin an investigation. If the allegation is against a staff member, the principal will contact the Human Resources Department. During the course of the investigation, the district will work to ensure that no additional incidents occur. This may involve implementing a safety plan.

Within two (2) school days after receiving the report, the school designee will notify the families of the students involved that a complaint was received. The investigation will include, at a minimum:

1. An interview with the complainant (person who filled out the form);
2. An interview with the targeted student (if different than the complainant);
3. An interview with the alleged aggressor;
4. A review of any previous complaints involving the complainant, the targeted student, or the alleged aggressor; and
5. Interviews with other students or staff members who may have knowledge of the incident.

The investigation will be completed as soon as practicable, but generally no later than five (5) school days from the initial report. If more time is needed, weekly updates will be provided to the parent and/or student. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee will share the results in person or in writing to the parent/guardian of the complainant and the alleged aggressor. If corrective measures are necessary, they will be instituted no more than five (5) school days after contacting families. These corrective measures will align with the Family and Student handbook.

What is Bullying?

It is aggressive behavior that is one-sided, repeated, and on purpose. There is an observed power imbalance between the students. It can be physical, verbal, visual or all of these combined. It can look like:

- Name-calling or put-downs
- Leaving someone out on purpose
- Hitting, kicking or pushing
- Mean gossip or rumors
- Cyberbullying through texts, DMs, social media posts

Harassment, Intimidation and Bullying Incident Reporting Form



Today's Date:	Your Name: (optional)	Your Email: (optional)	Your Phone:(optional)
Student Information (individual who was bullied, harassed, or intimidated)			
Student Name:		School:	
If you told an adult at your school what happened, please give us the name of that person:		Any information about the date and times:	
If you know the bullies, please tell us their names. If you do not know their names, please share any information about what they look like (hair color, how tall, grade, etc).			

Please check the boxes that relate to the incident:

Where did the incident happen?		What happened during the incident?		Was anybody physically hurt?
Classroom	School bus	Taunting, cruelty	Threats using gestures or remarks	No
Hallway	School activity	Teasing, name calling	Sharing inappropriate images/notes	Yes, medical attention was NOT required
Restroom	On the way to/from school	Intimidation, humiliation	Harmful physical contact	Yes, medical attention was required
Playground	Off school property	Retaliation	Sexual comments or contact	
Locker room	Internet/social media	Harmful rumors or gossip	Using others to harm a student	Please explain:
Lunchroom	Cell phone	Exclusion, rejection	Demanding money from a student	
Sport Field	Other	Cyber bullying	Take advantage of a student	
Parking lot		Other:		

Was the student absent from school because of what happened?	No	Yes	Number of days the student was absent:
--	----	-----	--

Describe what happened: (attach additional sheet if needed)

Were there any witnesses? Yes No	(If yes, please give us their names):
--	---------------------------------------

What is your desired resolution or outcome?

OFFICE USE ONLY		
Date received:	Received by:	Name of parent/guardian contacted:
Action taken:	Resolved	Unresolved (Referred to):