

PUYALLUP SCHOOL DISTRICT

HIB Reporting Form

Harassment, Intimidation, and 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; or*
- *Has the effect of substantially disrupting the orderly operation of the school.*

Date of report: _____ **Reporting person (optional):** _____

Targeted/impacted student: _____ **Phone number (optional):** _____

Name(s) of school staff who have been notified (if any): _____

Name(s) of students engaged in alleged HIB behaviors (aggressor): _____

If names are unknown, provide detail of other identifying factors: _____

Date(s) that the alleged HIB behaviors occurred: _____

Where did the alleged HIB behavior happen? (Circle all that apply)

Classroom Hallway Restroom Lunchroom Locker room Sport field Playground
 Parking lot School bus Internet (social media) Cell phone During a school activity/athletics
 Off-school property On the way to/from school Virtual Class
 Other : _____

Please check the box that best describes the alleged HIB behavior (check all that apply):

- Hitting, kicking, shoving, spitting, hair pulling or throwing something at the targeted student
- Getting another person to hit or harm the targeted student
- Teasing, name-calling, making critical remarks or threatening in person, by phone, by e-mail, etc.
- Putting down the targeted student and making the student a target of jokes
- Making rude and/or threatening gestures
- Excluding, ignoring, or rejecting the targeted student

- Making the targeted student fearful; demanding money or exploiting
- Spreading harmful rumors or gossip about the targeted student
- Cyber bullying (harassment by texting, emailing, web posting, etc.)
- Other: _____

Summarize the reason for the alleged HIB behavior. Provide background information relevant to this situation and/or preceding events:

Were there any witnesses? Yes No If yes, please provide their names:

Did a physical injury result from this alleged HIB behavior? If yes, please describe:

Was the targeted student absent from school as a result of the alleged harassment? Yes No If yes, describe: _____

Is there any additional information?

Thank you for reporting!

For Office Use Only

Received by: _____ Date received: _____

Action taken: _____

Parent/guardian contacted: Yes No Date: _____

Resolved Unresolved

Referred to: _____

Notes:

*This original form is to be maintained in a confidential file by the building HIB Compliance Officer (principal or designee). cc: targeted student's discipline file
alleged harassing student's discipline file*