



## Harassment Intimidation or Bullying (HIB) Incident Reporting Form

The purpose of this form is 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 actions.

### INSTRUCTION:

1. Download this form to your computer.
2. Do a “save as” and rename the form by adding your school, initials, and date before the form title. Example:  
LMS-CT-9.23.20 Incident Form-HIB
3. Complete all fillable fields.
4. Send the completed form as an attachment to your school principal, counselor, or any adult staff at your school OR print the form and submit it to any adult staff at your school.

### 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:

Alleged Aggressor/Student of Concern:

Grade:

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

On what date(s) did the incident happen (if known):

Time/Class:

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

Were there any witnesses?  Yes  No If yes, please provide name(s):

Witness #1: First Name: Last name:

Witness #2: First Name: Last name:

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

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

### Please check the box(es) that best describes behavior of alleged aggressor.

- Hitting, kicking, shoving, spitting, hair pulling, throwing something
- Getting another person to hit or harm the targeted student
- Threatening/intimidation/creating fear – in person, by notes, gestures
- Make the student’s environment feel threatened
- Teasing, name calling, putting the student down,
- Slurs – sexual, racial, gender, sexual orientation
- Making the student a target of jokes
- Offensive writing or graffiti
- Damage to property
- Blocked Movement
- Pranks
- Demanding Money or exploiting
- Derogatory, disrespectful, critical remarks
- Spreading harmful rumors or gossip
- Excluding from activities or rejecting student
- Touching, grabbing

- Sexual stories/jokes
- 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, what was the injury and who did you ask 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:**

- Upon review, this incident may be HIB and will be investigated under District Policy/Procedure 3207 process.
- Upon review, this incident will best be resolved using the guidelines under Sumner-Bonney Lake School District general discipline policies/procedures.

**Action Taken** (please 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