

Instructions

1. Download form.
2. Fill in as much information as possible.
3. Save form.
4. Click "Email Form" button to send.



Harassment, Intimidation or Bullying (HIB) Incident Reporting Form

Email Form

Reporting person (optional): _____

Targeted student: _____

Your email address (optional): _____

Your phone number (optional): _____ **Today's date:** _____

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

School Site (if applicable): _____

Name(s) of bullies (if known):

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

Where did the incident happen? Check all that apply.

- | | | | | | |
|---|--|--|-------------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Hallway | <input type="checkbox"/> Restroom | <input type="checkbox"/> Playground | <input type="checkbox"/> Locker room | <input type="checkbox"/> Lunchroom |
| <input type="checkbox"/> Sport field | <input type="checkbox"/> Parking lot | <input type="checkbox"/> School bus | <input type="checkbox"/> Internet | <input type="checkbox"/> Cell phone | |
| <input type="checkbox"/> During a school activity | <input type="checkbox"/> Off school property | <input type="checkbox"/> On the way to/from school | | | |

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:

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: _____

Check one: Resolved Unresolved

Referred to: _____

For Office Use

Received by: _____

Referred to: _____

Date Received: _____

Parent/guardian contacted: _____

Check one: Resolved Unresolved

Action taken:

a. What happened?

b. How was it addressed?

c. What, if anything are we doing to prevent a similar incident?

Parent notified of action taken/findings:

In person Phone Mail Date: _____