



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

School: \_\_\_\_\_

Reporting person (optional): \_\_\_\_\_

Targeted student: \_\_\_\_\_

Your e-mail address (optional): \_\_\_\_\_

Your phone number (optional): \_\_\_\_\_ Today's date: \_\_\_\_\_

Name of adult at school you've already contacted (if any): \_\_\_\_\_

Name(s) of alleged aggressor(s) if known (the bully): \_\_\_\_\_

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

**Where did the incident happen? Check all that apply.**

- Classroom       Hallway       Restroom       Playground       Locker room       Lunchroom
- Sport field       Parking lot       School bus       Internet       Cell phone       During a school activity
- Off school property       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, e-mailing, web posting, etc.)
- Other \_\_\_\_\_

**If you selected other, please describe:**

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

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

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**Did a physical injury result from this incident? If yes, please describe.**

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**Was the targeted student absent from school as a result of the incident?**  Yes  No **If yes, please describe:**

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**Is there any additional information?**

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*Thank you for reporting!*

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

Received by: \_\_\_\_\_

Date received: \_\_\_\_\_

Action taken: \_\_\_\_\_

Parent/guardian contacted: \_\_\_\_\_

Check one:  Resolved  Unresolved

Referred to: \_\_\_\_\_