

**Harassment, Intimidation or Bullying (HIB)**

**Incident Reporting 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): \_\_\_\_\_

**Name(s) of individual(s) you are reporting:**  
\_\_\_\_\_

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

**Where did the incident happen?** Circle 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 individual(s) 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?

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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 target 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: \_\_\_\_\_

Circle one:      Resolved      Unresolved

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