

**South Whidbey School District
Harassment, Intimidation or Bullying (HIB) Incident Reporting Form**

Please read the definition below to determine if the behavior could be considered HIB:

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

Conduct that is "substantially interfering with a student's education" will be determined by considering a targeted student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

HIB Incident Report

You are a student parent employee volunteer other

Reporting person (*optional*): _____

Targeted student(s): _____

Your e-mail address (*optional*): _____

Your phone number (*optional*): _____

Today's date: _____

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

Name(s) of alleged aggressor(s) (*if known*): _____

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

Where did the incident happen? Check all that apply.

Classroom	Hallway	Restroom	Locker room	Lunchroom
Playground	Parking lot	Courtyard	Sport field	During a school activity
School bus	On the way to/from school	Off school property		
Cell phone	Internet	Other (please describe):		

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Please check the box that best described what the alleged bully did. Please check 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. 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? Yes No If yes, please describe:

Was the target(s) absent from school as a result of the incident? Yes No

If yes, please describe:

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Is there any additional information?

Anonymous

Confidential

Non-Confidential

(only non-confidential reports may be used in a full investigation of harassment, bullying, and intimidation).

Name (please print): _____

Signature: _____

Date: ____/____/____

Thank you for reporting!

-----For Office Use Only-----

Date received: _____ Received By: _____

Action taken: _____

Parent/Guardian contacted: _____

Date & How Contacted (*i.e., phone, in person, mail*):

Circle one: Resolved Unresolved

If Unresolved, Referred to: _____ on _____