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 bullies (if known):

____________________________________________________________________

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
Parking lot  School bus  Internet  Cell phone  During a school activity
Off school property  On the way to/from school  Sport field

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:  _________________________________________________________________

Circle one:  Resolved  Unresolved

Referred to:  ____________________________________________

Revised 2/2/12