



Washington State Harassment, Intimidation or Bullying (HIB)

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING, POLICY 3207/P

Incident Reporting Form

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

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 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, emailing, web posting, etc.) If the incident involves social media or an internet site(s), will you allow access to the site where the cyberbullying occurred to aid in the investigation? Yes No
Hazing
Other (please describe below)

Describe the incident, providing specific details (write on another piece of paper if you need more space):

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

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

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

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

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

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

**Circle one:      Resolved      Unresolved**

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