



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

**Reporting Form**

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

**Date of report:** \_\_\_\_\_ **Reporting person (optional):** \_\_\_\_\_

**Targeted/impacted student:** \_\_\_\_\_ **Phone number (optional):** \_\_\_\_\_

**Name(s) of school staff who have been notified (if any):** \_\_\_\_\_

**Name(s) of students engaged in alleged HIB behaviors (aggressor):** \_\_\_\_\_

**If names are unknown, provide detail of other identifying factors:** \_\_\_\_\_

**Date(s) that the HIB behaviors occurred:** \_\_\_\_\_

**Where did the HIB behavior happen?** (Circle all that apply)

- |               |                           |             |                        |                         |
|---------------|---------------------------|-------------|------------------------|-------------------------|
| Classroom     | Hallway                   | Athletics   | Lunchroom              | Cell phone              |
| Parking lot   | Playground                | Locker room | During school activity | Internet (social media) |
| Virtual Class | Restroom                  | Sport field |                        | Off-school property     |
| School Bus    | On the way to/from school |             |                        |                         |

**Other :** \_\_\_\_\_

**Please check the box that best describes the HIB behavior (check all that apply):**

- Hitting, kicking, shoving, spitting, hair pulling, or throwing something at the targeted student
- Getting another person to hit or harm the targeted student
- Teasing, name-calling, making critical remarks, or threatening in person, by phone, by e-mail, etc.
- Putting down the targeted student and making the student a target of jokes
- Making rude and/or threatening gestures
- Excluding, ignoring, or rejecting the targeted student

- Making the targeted student fearful; demanding money or exploiting
- Spreading harmful rumors or gossip about the targeted student
- Cyber bullying (harassment by texting, emailing, web posting, etc.)
- Other: \_\_\_\_\_

**Summarize the reason for the HIB behavior. Provide background information relevant to this situation and/or preceding events:** \_\_\_\_\_

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

**Did a physical injury result from this HIB behavior? If yes, please describe:**

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

**Is there any additional information?**

**Thank you for reporting!**

**For Office Use Only**

Received by: \_\_\_\_\_ Date received: \_\_\_\_\_

Action taken:

\_\_\_\_\_ Parent/

guardian contacted: Yes  No  Date: \_\_\_\_\_

Resolved  Unresolved

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

Notes:

*designee). cc: targeted student's discipline file  
 This original form is to be maintained in a confidential file by the building HIB Compliance Office  
 harassing student's discipline file*