

Harassment, Intimidation, or Bullying (HIB) Incident Reporting Form

Definitions: Harassment, intimidation, or bullying is an intentional electronic, written, verbal or physical act that Physically harms a student or damages the student's property; or Has the effect of substantially interfering with a student's education; or 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. The aggressor may be another student or it may be an adult member of the district or school staff. The targeted student does not have to possess a characteristic (race, color, religion, ancestry, national origin, gender, gender identity, sexual orientation or mental or physical disability), or other distinguishing characteristics, that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight.

Compliance: Compliance Officer is Sara Hoover, Risk and Compliance: [253.530.1003](tel:253.530.1003)

[RCW 28A.300.285](#) States that primary contact person receives copies of all formal and informal complaints, is responsible assuring implementation of HIB policy and procedure, and is the primary contact on the policy and procedures between the school district, the Office of the Education Ombudsman, and the Office of the Superintendent of Public Instruction.



Today's date: _____ School: _____

Reporting person's name, email and telephone (optional): _____

ADMINISTRATOR TO NOTIFY HIB COMPLAINEE OFFICER WHEN INCIDENT FORM TURNED IN:
253.530.1003 or Hoovers@psd401.net

School adult contacted: _____

Targeted student: _____

Name of Aggressor: _____

Date of incident: _____

Incident location (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: _____

Were there any witnesses? Yes No If yes, please list names:

Please indicate why you believe the harassment, intimidation or bullying occurred:

Check the boxes that best describe what happened:

- 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 the targeted student down and making the targeted student a subject of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the targeted student
- Making the targeted student fearful, demanding money or exploiting
- Spreading harmful rumors or gossip
- Cyber bullying (phoning, texting, emailing, web posting, etc.)
- Other: _____

Please describe any physical injury resulting from this incident and/or if classes were missed:

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

Date received: _____ **Received by:** _____

Parent/guardian contacted: _____

Resolved/Unresolved (circle one) **Referred to:** _____

Summarize action taken:

*TIME SENSITIVE ***** ADMINISTRATOR DUTIES*

- **INFORM FAMILY OF COMPLETED INVESTIGATION VIA LETTER INDICATING HIB CLAIM SUBSTANTIATED OR UNSUBSTANTIATED; AND**
- **SUBMIT COPY OF COMPLETED INVESTIGATION AND LETTER VIA FAX: 253.530.1010 OR EMAIL: Hoovers@psd401.net**