

**Washington State Harassment, Intimidation or Bullying (HIB)
Incident Reporting Form**

Reporting person (optional): _____

Targeted student: _____ **School:** _____

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 bullies (if known): _____

On what date(s) did the incident(s) happen (if known): _____

Where did the incident happen? Circle all that apply.

Classroom Hallway Restroom Playground Locker Room Lunch Room Sport Field Parking Lot
School Bus Internet Cell Phone During a School Activity Off School Property On 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, e-mailing, web posting, etc.)
- Other

If you selected other, please describe: _____

Why do you think the harassment, intimidation or bullying occurred? _____

Where 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? _____

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

Received by: _____ Date Received: _____

Action Taken: _____

Parent/Guardian Contacted: _____

Circle one: Resolved Unresolved Referred to: _____

Attach any additional comments.

Distribution: Parent/Guardian/Student (white) Compliance Officer (green) Student File (canary) Building Administrator (pink)