



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

Reporting person (optional): _____ Today's date: _____

<input type="checkbox"/> Anonymous Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff.	<input type="checkbox"/> Confidential Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report.	<input type="checkbox"/> Non-confidential Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.
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Targeted student: _____

Your email address (optional): _____ Your phone number (optional): _____

Name of school adult you've already contacted (if any): _____

Name(s) of aggressor(s) (if known): _____

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

Where did the incident happen? Check all that apply.

- Classroom Hallway Restroom Playground Locker room Lunchroom/Cafeteria
- Sport field Gym Parking lot School bus Online/Internet Cellphone
- 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.

- Sharing inappropriate drawings/cartoons/photographs/images/notes
- Cyber bullying (by calling, texting, emailing, web posting, etc)
- Spreading harmful rumors and gossip
- Hitting, kicking, shoving, spitting, hair pulling, or throwing something of _____ at the individual
- Sexual harassment: Making unwelcomed sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct of a sexual nature.
- Excluding or rejecting the individual
- Making rude, threatening and/or critical gestures or remarks
- Getting another person to hit or harm the individual
- Making the individual fearful, demanding money or exploiting
- Putting the individual down and making the individual a target
- jokes, teasing, or name calling
- Discrimination: harassment motivated by race, color, religion, ancestry, national origin, cultural, gender, socio-economic status, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics.

Other acts of bullying: _____



Describe what happened: _____

Were there any witnesses or people with knowledge of what happened? Yes No If yes, please provide their names:

Did a physical injury result from this incident? If yes, please describe: _____

Was the targeted student absent from school as a result of the incident? Yes No If yes, please describe

What is your desired resolution or outcome?

Signature: _____

Date: _____

Thank you for reporting!



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

Received by: _____

Date received: _____

Action taken: _____

Parent/guardian contacted: _____

Circle one: **Resolved** **Unresolved**

Referred to: _____