

PORT TOWNSEND SCHOOL DISTRICT

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

Reporting person/person assisting with form (optional): _____

Targeted student: _____

Your email address (optional): _____

Your phone number (optional): _____ **Today's date:** _____

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

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, electronically, 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.)
- Other

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If you select other, please describe:

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

Were 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?

Thank you for reporting!

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

Received by: _____ Date received: _____

Action taken: _____

Parent/guardian contacted: _____

Circle one: Resolved Unresolved

Referred to: _____