Harassment, Intimidation or Bullying (HIB)

Incident Reporting Form

Reporting person (optional)**:** _____

Targeted student: _____

Your email address (optional)**:** _____

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

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

Name(s) of suspected bullies (if known)**:** _____

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

Where did the alleged 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 suspected 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, emailing, web posting, etc.)

☐   Other

If you select other, please describe:

_____

Why do you think the alleged 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 targeted child absent from school as a result of the alleged incident? Yes ☐   No ☐
If yes, please describe:

_____

Is there any additional information?

_____

_____

Thank you for reporting! Please return to District Office, Bellingham Public Schools

--For Office Use--

Received by: _____

Date received: _____

Action taken: _____

Parent/guardian contacted: _____

Circle one: Resolved   Unresolved

Referred to: _____

Bellingham Public Schools   Bellingham, Washington