

PUYALLUP SCHOOL DISTRICT

HIB Reporting Form

Harassment, Intimidation, and Bullying is an intentional electronic, written, verbal, or physical act that

- *Physically harms a student or damages the student's property;*
- *Has the effect of substantially interfering with a student's education;*
- *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.*

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

Targeted student: _____

Your phone number (optional): _____

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

Name(s) of alleged bullies (if not known, then other identifying factors): _____

On what date(s) did the harassment happen:

Where did the harassment 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/athletics
Off-school property On the way to/from school
Other : _____

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 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 down the targeted student and making the student a target of jokes
- Making rude and/or threatening gestures
- Excluding, ignoring, or rejecting the targeted student

- Making the targeted student fearful; demanding money or exploiting
- Spreading harmful rumors or gossip about the targeted student
- Cyber bullying (harassment by texting, emailing, web posting, etc.)
- Other: _____

Why do you think the harassment occurred?

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

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

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

Is there any additional information?

Thank you for reporting!

For Office Use Only

Received by: _____ Date received: _____

Action taken: _____

Parent/guardian contacted: Yes No Date: _____

Resolved Unresolved

Referred to: _____

Notes:

*This original form is to be maintained in a confidential file by the building HIB Compliance Officer (principal or designee). cc: targeted student's discipline file
harassing student's discipline file*

8.2011