

**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?**

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

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

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

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**Is there any additional information?**

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**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