

**Central Kitsap School District Harassment, Intimidation or Bullying (HIB)**

**Incident Reporting Form**

**\*Please return to the Office of Teaching and Learning when completed.\***

**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 aggressor(s)** (if known):

**On what date(s) did the incident(s) happen** (if known):

**Where did the incident happen?** Check 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, 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 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:**

**Check one:    Resolved                      Unresolved**

**Referred to:**