

**Carbonado School District
Harassment Intimidation or Bullying (HIB)
Incident Reporting Form**

Use this form to report harassment, intimidation or bullying you have been involved in or observed. You may choose not to include your name. An anonymous report may bring increased supervision but will not result in an investigation or disciplinary action. You may give this report to any school adult.

Today's Date: _____

Your Name (Optional): _____ **Grade:** _____

Targeted Student: _____ **Grade:** _____

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

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

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

Time/Class: _____

Has this happened before: **Yes** or **No** **If yes, when?** _____

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

Where did the incident happen? (circle all that apply):

Classroom Hallway Restroom Lunchroom Playground Locker room Sport Field

During a School Activity On the Way to or From School School Bus Parking Lot

Off School Property Cell Phone Internet

Other (Please name) _____

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 notes, etc.
- Putting the student down and making the student a target of jokes
- Making rude and/or threatening gestures
- Spreading harmful rumors or gossip
- Cyber bullying (bullying by calling, texting, emailing, web posting, etc.)
- Other (please describe): _____

Please describe the bullying situation:

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

Did a physical injury result from this incident? Yes No **If yes, please describe:**

Did you or the student miss school as a result of the incident? Yes No

Is there any additional information?

Thank you for reporting!

Please only report what you know or believe to be true. To intentionally give a false report violates district policy and will result in disciplinary action.

-----**For Office Use Only**-----

Received By: _____

Date Received: _____

- This is an HIB Incident: please investigate under District Policy/Procedure 3207 process
- Upon review, this incident will best be resolved using the guidelines under Carbonado School District general discipline policies/procedures