



CHIEF LESCHI SCHOOL DISTRICT

HIB Reporting Form

*Harassment, Intimidation, and Bullying (HIB) 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.*

Date of report: \_\_\_\_\_ Reporting person (optional): \_\_\_\_\_

Targeted/impacted student: \_\_\_\_\_ Phone number (optional): \_\_\_\_\_

Name(s) of school staff who have been notified (if any): \_\_\_\_\_

Name(s) of students engaged in alleged HIB behaviors (aggressor): \_\_\_\_\_

If names are unknown, provide detail of other identifying factors: \_\_\_\_\_

Date(s) that the HIB behaviors occurred: \_\_\_\_\_

Where did the HIB behavior happen? (Circle all that apply)

Classroom    Hallway    Restroom    Lunchroom    Locker room    Sport field    Playground  
Parking lot    School bus    Internet (social media)    Cell phone    During a school activity/athletics  
Off-school property    On the way to/from school    Virtual Class  
Other : \_\_\_\_\_

Please check the box that best describes the HIB behavior (check 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: \_\_\_\_\_

**Summarize the reason for the HIB behavior. Provide background information relevant to this situation and/or preceding events:** \_\_\_\_\_

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

**Did a physical injury result from this HIB behavior? 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*

5.2021