

**Washington State Harassment, Intimidation or Bullying (HIB)**

**Soap Lake School District Incident Reporting Form**

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 bullies (if known):

\_\_\_\_\_

On what dates the incident(s) happen (if known):

\_\_\_\_\_

**Where did the incident?** Circle all that apply

Classroom      Hallway      Restroom      Playground      Locker room      Lunchroom  
Sports 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 email, ect.
- 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, ect.)
- Other

If you select other, please describe: \_\_\_\_\_

**Why do you think the harassment, intimidation or bullying 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 incident? If yes, please describe.**

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**Was the target absent from school as a result of the incident? 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-----

**Received By:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

**Action Taken:** \_\_\_\_\_

**Parent/Guardian Contacted:** \_\_\_\_\_

**Circle One:**                      **Resolved**                      **Unresolved**

**Referred To:** \_\_\_\_\_