



## Harassment, Intimidation or Bullying (HIB) Incident Reporting Form

Valley School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation and bullying. Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, may report incidents verbally or in writing to any staff member.

Reporting person (optional): \_\_\_\_\_

Targeted student: \_\_\_\_\_ School: \_\_\_\_\_

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 (if known): \_\_\_\_\_

Incident(s) date(s) (if known): \_\_\_\_\_

Where did the incident happen? Select all that apply.

- |                                      |   |  |
|--------------------------------------|---|--|
| <input type="checkbox"/> Classroom   | <input type="checkbox"/> Sport Field              | <input type="checkbox"/> On the way to/from school |
| <input type="checkbox"/> Hallway     | <input type="checkbox"/> Parking Lot              | <input type="checkbox"/> Other (Please describe)   |
| <input type="checkbox"/> Restroom    | <input type="checkbox"/> School Bus               | _____  |
| <input type="checkbox"/> Lunchroom   | <input type="checkbox"/> Internet                 | _____  |
| <input type="checkbox"/> Locker Room | <input type="checkbox"/> Cell phone               | _____  |
| <input type="checkbox"/> Gymnasium   | <input type="checkbox"/> During a school activity |  |
| <input type="checkbox"/> Playground  | <input type="checkbox"/> Off school property      |  |

Please check the box that best describes what the aggressor 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 (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? Yes  No  If yes, please describe:

\_\_\_\_\_

Was the targeted student absent from school as a result of the incident? Yes  No

If yes, please describe:

\_\_\_\_\_

\_\_\_\_\_

Is there any additional information?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Thank you for reporting!**

Valley School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employees of the Valley School District at 3030 Huffman Rd., Valley, WA 99181 are designated to handle questions and complaints of alleged discrimination: Danielle Tupek, Title IX Liaison; Janet Williams, Section 504/ADA Coordinator; Kevin Foster, Compliance Coordinator for State Law (RCW 28A.640/28A.642). A complaint regarding alleged discrimination may be made by e-mail to: [compliance@valleypd.org](mailto:compliance@valleypd.org), or by calling the district office at 509-937-2791.

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

Received by: \_\_\_\_\_ Date received: \_\_\_\_\_

Action taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/guardian contacted: \_\_\_\_\_ Date contacted: \_\_\_\_\_

Select one:  Resolved  Unresolved

Referred to: \_\_\_\_\_ Date Referred: \_\_\_\_\_