

**Curlew School Harassment, Intimidation or Bullying (HIB)  
Incident Reporting Form**

**Harassment, intimidation or bullying** means any intentionally written message or image including those that are electronically transmitted, verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- 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.
- Has the effect of substantially disrupting the orderly operation of the school.

**Type of Report (Please check only one)**      **Anonymous**      **Confidential**      **Non-Confidential**  
**Reporting person (optional):** \_\_\_\_\_

**Targeted student:** \_\_\_\_\_

**Your email address (optional):** \_\_\_\_\_

**Your phone number (optional):** \_\_\_\_\_ **Today's date:** \_\_\_\_\_

**Name(s) of alleged bullies (if known):** \_\_\_\_\_

**On what dates did the incident(s) happen (if known):**  
\_\_\_\_\_

**Where did the incident happen?** Circle 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 of gossip
- Cyber bullying (bullying by calling, texting, emailing, web posting, etc.)
- Other

**Please describe the incident**

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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 form school as a result of the incident? Yes \_\_\_ No \_\_\_ If yes, please 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: \_\_\_\_\_