

Dayton School District Harassment, Intimidation, and Bullying (HIB) Incident Report Form

Directions: Acts of harassment, intimidation and bullying (HIB) are serious, and must be reported immediately. This form is used to report incidents that occur on school property, at a school sponsored activity, on a school bus, or traveling to/from school. If you are a student, a parent/guardian of a student, someone who a child has reported an alleged HIB incident to, or a school staff member, please complete this form and return it to a building principal or the District office.

Today's Date: _____

Person completing the report (optional): _____ Phone number _____

Targeted student: _____ Grade if known _____

Have you contacted someone at school about this incident? YES NO Name _____

Name(s) of alleged bullies (if known):

Date(s) when alleged incident occurred: _____ Time of day _____

Where did the incident happen? Circle all that apply.

Classroom	Hallway	Restroom	Playground	Locker room	Sport field
Parking lot	School bus	Internet	Cell phone	During a school activity	Lunchroom
Off school property		On the way to/from school			

Other (Please describe.) _____

Please check the box that best describes the behavior that took place. Check all that apply.

- Hitting, kicking, shoving, spitting, hair pulling or throwing something at the student
- Encouraging someone else to hit or harm a student
- Teasing, name-calling, making critical remarks or threats (face to face or some other means)
- Putting the student down and/or making the student a target of jokes
- Rude and/or threatening gestures
- Making the student fearful, demanding money or exploiting
- Spreading harmful rumors or gossip
- Cyber bullying (bullying by calling, texting, emailing, web posting, etc.)
- Other (describe below)

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

Did a physical injury result from this incident? If yes, please describe.

Why do you think the harassment, intimidation or bullying (HIB) may have occurred?

What additional information can you provide to help resolve this issue?

Harassment, Intimidation, and Bullying (HIB) means intentional conduct, including verbal, physical or written conduct, or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance, or with a student’s physical, psychological well-being and is; 1) motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attribute, socioeconomic status, familial status, or physical or mental ability or disability.

Thank you for reporting!

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

Received by: _____

Date received: _____

Action taken: _____

Parent/guardian contacted: _____

Who made the parent contact? _____

Circle one: Resolved Unresolved

Referred to: _____