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 they have 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.

☐ Classroom ◯ Sport Field ◯ On the way to/from school
☐ Hallway ◯ Parking Lot ◯ Other (Please describe)
☐ Restroom ◯ School Bus
☐ Lunchroom ◯ Internet
☐ Locker Room ◯ Cell phone
☐ Gymnasium ◯ During a school activity
☐ Playground ◯ 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?

_____________________________________________________________________________________________________________________________________________________________________________________________________________________

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Thank you for reporting!

Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender 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, 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; Ken Davis, Section 504/ADA Coordinator; Mandi Rehn, Compliance Coordinator for State Law (RCW 28A.640/28A.642). A complaint regarding alleged discrimination may be made by email to: compliance@valleysd.org, or by calling the district office at 509-937-2771.

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For Office Use

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Received by: ________________________________________________ Date received: ________________________________

Action taken: ________________________________________________

_____________________________________________________________________________________________________________________________________________________________________________________________________________________

Parent/guardian contacted: ______________________________________ Date contacted: ____________________________

Select one: ☐ Resolved ☐ Unresolved

Referred to: ________________________________________________ Date Referred: ________________________________