



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, 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 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; Ken Davis, Section 504/ADA Coordinator; Ben Ferney, 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 509-937-2791.

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

Received by: _____ Date received: _____

Action taken: _____

Parent/guardian contacted: _____ Date contacted: _____

Select one: Resolved Unresolved

Referred to: _____ Date Referred: _____