

**Goldendale High School
Harassment, Intimidation, and Bullying (HIB) Report**

PLEASE PRINT

Affected Person: _____ Grade: _____

Accused Person(s): (1) _____ (2) _____

Witness(es): (1) _____ (2) _____

Incident occurred: Date: _____ Time: _____ Place: _____

Referral from an Informal Complaint Formal Complaint

Type of Harassment (*Check All that Apply; Refer to HIB Behavior Chart*):

Type of Harassment

- Physical Aggression
- Social Aggression
- Verbal Aggression
- Intimidation
- Racial/Ethnic Harassment
- Sexual Harassment

Level of Harassment

- | | | |
|----------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> Level 1 | <input type="checkbox"/> Level 2 | <input type="checkbox"/> Level 3 |
| <input type="checkbox"/> Level 1 | <input type="checkbox"/> Level 2 | <input type="checkbox"/> Level 3 |
| <input type="checkbox"/> Level 1 | <input type="checkbox"/> Level 2 | <input type="checkbox"/> Level 3 |
| <input type="checkbox"/> Level 1 | <input type="checkbox"/> Level 2 | <input type="checkbox"/> Level 3 |
| <input type="checkbox"/> Level 1 | <input type="checkbox"/> Level 2 | <input type="checkbox"/> Level 3 |
| <input type="checkbox"/> Level 1 | <input type="checkbox"/> Level 2 | <input type="checkbox"/> Level 3 |

Was the harassment done electronically (Cell phone, E-Mail, Internet, Etc.) Yes No

WHAT HAPPENED?

Provide names, dates, times, places, sequence of events, words exchanged, etc., which may have a direct bearing on this incident. Use extra paper if needed to complete your statement.

Personal Statement:

Did you report this situation previously? Yes No

If Yes, to whom was it reported, when, and what, if any, action was taken?

I HEREBY CERTIFY that I have provided all information freely, truthfully, completely, and without reservation. I also understand that if I provide false, misleading, or incomplete information, this will be held against me in the final resolution of this matter.

Signature of Person completing this report

Date

OFFICE USE ONLY

Person receiving report Campus Security Teacher Counselor Administrator Other _____

Report referred to Administration Yes Administrator's name: _____

Report needs to be filed in student's folder AND in HIB Folder

Harassment/Intimidation/Bullying (HIB) Behavior Chart

Goldendale High School defines HIB as any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080 (3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics. These actions can be verbal, non-verbal, written, cyber, physical, emotional and/or involve social or sexual interaction. (RCW 28.A.300.285)

LEVEL 1	LEVEL 2	LEVEL 3
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PHYSICAL AGGRESSION

<ul style="list-style-type: none"> *Pushing *Shoving *Tripping *Slapping *Playing "keep away" 	<ul style="list-style-type: none"> *Tapping *Intentional bumping *Displacing possessions *Food throwing 	<ul style="list-style-type: none"> *Kicking *Spitting *Hitting *Nipple twisting *Encouraging others to do harm to another 	<ul style="list-style-type: none"> *Demeaning/humiliating acts *Confining in a closed space *Threatening to fight 	<ul style="list-style-type: none"> *Causing bodily harm *Threatening with a weapon *Stealing
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SOCIAL ALIENATION

<ul style="list-style-type: none"> *Gossiping *Embarrassing *Undermining relationships 	<ul style="list-style-type: none"> *Setting up to look foolish *Spreading rumors 	<ul style="list-style-type: none"> *Setting up to take blame *Disrespectful notes/pictures 	<ul style="list-style-type: none"> *Public humiliation *Exclusion/social rejection from group 	<ul style="list-style-type: none"> *Intentional manipulation
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VERBAL AGGRESSION

<ul style="list-style-type: none"> *Mocking *Name calling *Joking 	<ul style="list-style-type: none"> *Teasing about: clothing, possessions, or family *Taunting 	<ul style="list-style-type: none"> *Insults about: appearance, mental abilities, athletic capability, germs, or hygiene 	<ul style="list-style-type: none"> *Threats of harm to: body or possessions *Using profanity about someone (Real or Cyber) *Cyber impersonation 	<ul style="list-style-type: none"> *Communicating a threat through a 3rd party
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INTIMIDATION

<ul style="list-style-type: none"> *Threatening to reveal personal information *Staging a public challenge *Staring 	<ul style="list-style-type: none"> *Defacing property *Playing a "dirty trick" *Intimidating gestures, pictures, symbols, and/or graffiti 	<ul style="list-style-type: none"> *Isolating with intent to do bodily harm *Being present at a fight *Taunting *"Mad-dogging" 	<ul style="list-style-type: none"> *Loitering with intent to block entrance/exit/passage *Taking/tagging possessions *Retaliation for reporting harassment 	<ul style="list-style-type: none"> *Threats of coercion against family/friends *Threatening with a weapon *"Claiming" turf/tagging *Bribery or extortion
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RACIAL AND ETHNIC HARASSMENT

<ul style="list-style-type: none"> *Racial jokes 	<ul style="list-style-type: none"> *Exclusion due to ethnic or cultural heritage 	<ul style="list-style-type: none"> *Racial or ethnic slurs 	<ul style="list-style-type: none"> *Verbal accusations and or put downs *Public humiliation 	<ul style="list-style-type: none"> *Destroying/defacing property due to ethnic group *Physical/verbal attacks toward a certain ethnic group
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SEXUAL HARASSMENT

<ul style="list-style-type: none"> *Sexual jokes *Graphic conversations 	<ul style="list-style-type: none"> *Howling, cat calls, whistles *Leer/stares *Sexual orientation remarks *Sexual name-calling 	<ul style="list-style-type: none"> *"Wedgies" and touching undergarments *Repeatedly asking someone out when he/she is uninterested *Repeated sexual name-calling 	<ul style="list-style-type: none"> *Spreading sexual rumors *De-panting *Public humiliation *Nipple twisting *Pinching *Sexting 	<ul style="list-style-type: none"> *Stalking *Forwarding a "Sexting" message *Touch/graze/expose body parts *Observe with sexual intent *Sexual assault/rape
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HIB training ⇒ Student contract ⇒ HIB incident report ⇒ Educational intervention ⇒ Documentation ⇒ Administrator discipline

Chart adapted using the following reference materials: Bully proofing Your School: A Comprehensive Approach for Middle Schools (Copyright, 2000) and No-Bullying Program: Preventing Bully/Victim Violence at School (Copyright, 1996)

Goldendale High School

HIB Investigation Form

School Personnel Completing Form: _____ Position: _____

Today's Date: _____ School: _____

Person Reporting Incident (From incident report) Name: _____

Telephone: _____ Address: _____

Check one: Student Parent/Guardian Close Adult Relative Other _____

1. Name of student victim: _____ Age: _____ Days absent as a result of incident: _____

2. Name(s) of alleged offender(s) (if known): _____ Age _____ School _____ He/She a student? _____

INVESTIGATION

3. What actions were taken to investigate this incident? (Choose all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Interviewed student victim | <input type="checkbox"/> Interviewed student victim's parent/guardian |
| <input type="checkbox"/> Interviewed alleged offender(s) | <input type="checkbox"/> Interviewed alleged offender(s) parent/guardian |
| <input type="checkbox"/> Interviewed witnesses | <input type="checkbox"/> Examined physical evidence |
| <input type="checkbox"/> Witness statements collected in writing | <input type="checkbox"/> Conducted student record review |
| <input type="checkbox"/> Interviewed school nurse or nurse's aide | <input type="checkbox"/> Obtained copy of law enforcement report |
| <input type="checkbox"/> Reviewed any medical information available | <input type="checkbox"/> Other (Specify) _____ |
| <input type="checkbox"/> Interviewed teachers and/or school staff | |

4. Why did the harassment, intimidation, bullying occur (alleged motives)? (Choose all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Because of race | <input type="checkbox"/> Because of disability |
| <input type="checkbox"/> Because of national origin | <input type="checkbox"/> Because of physical appearance |
| <input type="checkbox"/> Because of marital status | <input type="checkbox"/> To impress others |
| <input type="checkbox"/> Because of gender | <input type="checkbox"/> Just to be mean |
| <input type="checkbox"/> Because of sexual orientation | <input type="checkbox"/> Because of another reason (specify) _____ |
| <input type="checkbox"/> Because of gender identity | <input type="checkbox"/> The reason is unknown |
| <input type="checkbox"/> Because of religion | |

5. What corrective actions were taken in this case? (Choose all that apply)

- | | |
|--|---|
| <input type="checkbox"/> None were required, this was a false allegation | <input type="checkbox"/> None, the incident did not warrant any corrective action |
| <input type="checkbox"/> Student conference | <input type="checkbox"/> Student warning |
| <input type="checkbox"/> Letter of apology | <input type="checkbox"/> Mediation |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Parent letter |
| <input type="checkbox"/> Parent phone call | <input type="checkbox"/> Parent conference |
| <input type="checkbox"/> Detention | <input type="checkbox"/> In-School Suspension |
| <input type="checkbox"/> Out of school suspension/expulsion | <input type="checkbox"/> Other (specify) _____ |

6. Disciplinary action and investigation notes placed in School Master: Yes

7. Documents sent to Attendance Office for filing and data collection: Yes

Signature: _____

Date: _____