AL-BAYAN INTERNATIONAL SCHOOL
مدرسة البيان الدولية

Student Services

Harassment, Intimidation or Bullying (HIB) Incident Reporting Form

Please read the definition below to determine if the behavior could be considered HIB:

Harassment, Intimidation, or Bullying (HIB) — is an intentional electronic, written, verbal, or physical act that:

- 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.

Conduct that is "substantially interfering with a student's education" will be determined by considering a targeted student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Today's date _____ Reporting person *(optional)* _____

Targeted student(s) _____

Your email address & phone number *(optional)* _____

Name of school adult you have already contacted *(if any)* _____

Name(s) of alleged aggressor(s) or description *(if known)* _____

_____

On what dates and periods did the incident(s) happen *(if known)* _____

_____

Where did the incident happen? Circle all that apply.

☐ Auditorium ☐ Cafeteria ☐ Cell Phone ☐ Classroom ☐ Courtyard ☐ Hallway ☐ Internet
☐ Library ☐ Locker Room ☐ Off School Property ☐ Parking Lot ☐ Playground ☐ Restroom
☐ School Bus ☐ Sport Field ☐ Stairway ☐ Work/Store Room
☐ 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 or gossip
- ☐ Cyber bullying (bullying by calling, texting, emailing, web posting, etc.)
- ☐ Other

If you select other, please describe _____

_____

_____

(continued on back side)

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? If yes, please describe _____

_____

_____

Was the target absent from school as a result of the incident? ☐ Yes ☐ No If yes, please describe _____

_____

_____

Is there any additional information? _____

_____

_____

_____

_____

_____

_____

Thank you for reporting!

For Office Use

Received by _____ Date received _____

Action taken _____

_____

_____

Parent/Guardian contacted *(name)* _____

How was Parent/Guardian contacted *(i.e., phone; in person, mail)*? _____

Date the Parent/Guardian was contacted _____

Circle one: ○ Resolved ◉ Unresolved

Referred to _____