

HIB 338 Form
Harassment, Intimidation, or Bullying (HIB)
Mandatory Reporting Form
2022-23 School Year

To Be Completed by Designated Local Educational Agency (LEA) Personnel

All allegations of HIB are subject to HIB.

- x The use of this form for reporting incidences of HIB is required.
- x This form shall be completed even if a preliminary determination is made under the LEA's policy that the reported incident or complaint is a report outside the scope of the definition of HIB.
- x Required investigative procedure: The principal must promptly submit a copy of this form to the superintendent.

Directions

Complete the form to provide the details of the incident. If fields are not applicable or if

Form

School Information

School District:

School:

Incident Information

Incident date (mm/dd/yy):

Approximate time of the incident:

Describe the incident with as much detail as possible. (What was the incident? Who was involved in the incident? How you were made aware of the incident? What happened at the time of the incident? How did the incident occur?)

Specific incident location(s) (e.g., on the morning school bus, in the science wing hallway, online via social media, etc.)

Alleged Offender(s)

Name(s) of alleged offender(s):

Based on your knowledge, select all that apply about the alleged offender(s)

Alleged offender(s) attends the abovenamed school.

Alleged offender(s) attends another school.

Alleged offender(s) works for the school/school district.

Alleged offender(s) does not work for the school/school district.

Alleged Victim(s)

Name(s) of alleged victim(s):

Based on your knowledge, select all that apply about the alleged victim(s):

Victim(s) attends the abovenamed school.

Victim(s) attends another school.

School Principal/Designee and Superintendent Section

To be Completed by School Principal/Designee and Superintendent

Note: The completed form must be kept on file in the school. The principal must promptly submit a copy of this form to the superintendent.

Utilization of Preliminary Determination Provision

If the school district's policy permits the use of a preliminary determination for reports of HIB, question 1 and 2 below must be completed on every form. School districts who do not permit the use of a preliminary determination for reports of HIB should leave this section blank.

Question for the School Principal/Designee

1. Was a preliminary determination made not to initiate an HIB investigation because the reported incident or complaint is a report outside the scope of the definition of HIB?

Yes No

Question for the Superintendent

2. If the answer to question 1 is yes, will you require the school principal/designee to initiate an HIB investigation based on the scope of the definition of HIB?

Yes No

Incident Tracking

If your school district utilizes a tracking system to track alleged incidents of HIB, insert the incident number

Incident number: