

Castle Rock School District Harassment, Intimidation or Bullying (HIB) Incident Reporting Form

Castle Rock School District #401
Bryan Keatley, Asst. Principal
615 Front Ave S
Castle Rock, WA 98611
bkeatley@crschools.org

T. 360.501.2933 • F 360.501.3125

Reporting person (optional):
Targeted student:
Your email address (optional):
Your phone number (optional):Today's date:
Name of school adult you've already contacted (ifany):
Name(s) of aggressor(s) (if known):
On what dates did the incident(s) happen (if known):
Where did the incident happen? Circle all that apply.
☐ Classroom ☐ Hallway ☐ Restroom ☐ Playground ☐ Locker room ☐ Lunchroom/Cafeteria
Sport field Gym Parking lot School bus Online/Internet Cell phone
☐ During a school activity ☐ Off school property ☐ On the way to/from school
Other (Please describe.)
Please check the box that best describes what the bully did. Please choose all that apply.
Blocked movement Gestures (Explain) Racial slur(s) Damage to my property Gossip Repeated behavior Derogatory comments Intimidation directed at me Sexual stories/jokes/pictures Disrespectful comments Name calling Sexual Orientation Slurs Electronic / Cyberbullying Offensive writing or graffiti Slurs, rumors, jokes Excluding me from activities Physical harm or threats of harm Spreading rumors Hazing (Club, team, class, other) Pranks Threats (to me, friends, school) Gender slurs Put downs Touching / grabbing
Other: (Please describe.)

Why do you think this 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 targeted student absent from school as a result of the incident? ☐Yes ☐No If yes, please describe
Are there any notes, pictures, texts, screen shots or other evidence of the event(s) you are reporting?
Is there any additional information you can add?
Thank you for reporting!
For Office Use
Received by:
Date received:
Action taken:
Parent/guardian contacted:
Circle one: Resolved Unresolved
Referred to:

Castle Rock 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 or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle question and complaints of alleged discrimination: Bryan Keatley, Title IX, Section 504/ADA coordinator, 615 Front Ave SW, Castle Rock, WA 98611, 360.501.2920, bkeatley@crschools.org. Ryan Greene, Civil Rights Compliance Coordinator, 600 Huntington Ave S, Castle Rock, WA 98611, 360.501.2940, rgreenecrschools.org.