

Lake Stevens School District #4
Harassment, Intimidation or Bullying (HIB)
Incident Reporting Form
LSSD Policy 5580



Harassment, intimidation, or bullying means an intentional electronic, written, verbal, or physical act that:

1. Physically harms a student or damages the student's property, **OR**
2. Has the effect of substantially interfering with a student's education, **OR**
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment, **OR**
4. 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 or affected student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Reporting person (optional): _____

Targeted student _____ **Six Digit School ID#** _____

School targeted student attends: _____

Your email address (optional): _____

Your phone number (optional): _____ **Today's date:** _____

Name of school adult you've already contacted (if any): _____

Name(s) of alleged aggressor(s) (if known) **and school aggressor student attends:**

On what dates did the alleged incident(s) happen (if known):

Where did the incident happen? Circle all that apply.

Classroom	Hallway	Restroom	Playground	Locker room	Lunchroom	Sport field
Parking lot	School bus	Internet	Cell phone	During a school activity		Bus Stop
Off School property			On the way to/from school			

Other (Please describe.) _____

Please describe in your own words what the alleged aggressor did. Be as detailed as possible.

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

What would you like to see happen as a result of this investigation?

Thank you for reporting!

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

Type of Harassment:

HR HARASSMENT/INT/BULLYING

HRD HAR/INT/BULLING – DISABILITY

HRG HAR/INT/BULLYING – GENDER

HRL HAR/INT/BULLYING – RELIGION

HRR HAR/INT/BULLYING – SEXUAL

Not a deemed harassment, intimidation, or bullying

Received by: _____

Date received: _____

Action taken: _____

Parents/guardians contacted:

Targeted Student _____

Aggressor Student _____

Circle one: Resolved Unresolved

Referred to: _____

Revised: 7/1/2025