

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 (INDICATE GENDER OF TARGETED STUDENT: _____)
- HRL HAR/INT/BULLYING – RELIGION (INDICATE RELIGION OF TARGETED STUDENT: _____)
- HRR HAR/INT/BULLYING – SEXUAL
- HR HAR/INT/BULLYING – RACE/COLOR/NATIONAL ORIGIN

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: _____