

**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:** \_\_\_\_\_

**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.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Why do you think the harassment, intimidation or bullying occurred?

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Were there any witnesses? Yes  No  If yes, please provide their names:

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Did a physical injury result from this incident? If yes, please describe.

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

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

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Thank you for reporting!

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

Received by: \_\_\_\_\_

Date received: \_\_\_\_\_

Action taken: \_\_\_\_\_

Parents/guardians contacted:

Targeted Student \_\_\_\_\_

Aggressor Student \_\_\_\_\_

Circle one:      Resolved      Unresolved

Referred to: \_\_\_\_\_