



## Harassment, Intimidation or Bullying (HIB) Incident Reporting Form

*Per School Board Procedure 3216P – all reports of unresolved, severe, or persistent harassment, intimidation or bullying will be recorded on this form and submitted to the principal or designee.*

Today's Date: \_\_\_\_\_

Reporting person (optional): \_\_\_\_\_

Targeted student: \_\_\_\_\_ Grade: \_\_\_\_\_

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

Name(s) of alleged aggressor(s) (if known): \_\_\_\_\_  
Grade: \_\_\_\_\_

On what dates did the incident(s) happen (if known): \_\_\_\_\_  
Time/Class: \_\_\_\_\_

Has this happened before?  Yes  No If yes, when? \_\_\_\_\_

Were there any witnesses?  Yes  No If yes, please provide their first and last names: \_\_\_\_\_

**Where did the incident happen?** Choose all that apply.

Classroom      Hallway      Restroom      Playground      Locker room      Lunchroom      Sport field

Parking lot      School bus      Internet      Cell phone      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.**

Hitting, kicking, shoving, spitting, hair pulling or throwing something at the student

Getting another person to hit or harm the student

Teasing, name calling, making critical remarks or threatening in person, by phone, by e-mail, etc.

Putting the student down and making the student a target of jokes

Making rude and/or threatening gestures

Excluding or rejecting the student

Making the student fearful, demanding money or exploiting

Spreading harmful rumors or gossip

Cyber bullying (bullying by calling, texting, emailing, web posting, etc.)

Other (If you select other, please describe) \_\_\_\_\_

**Please describe the HIB situation:**

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

**Did a physical injury result from this incident? Yes                      No                      If yes, please describe**

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

**Is there any additional information?**

***Thank you for reporting!*** Please only report what you know or believe to be true. To intentionally give a false report violates district policy and will result in disciplinary action.

-----**For School Office Use**-----

**Received by:** \_\_\_\_\_ **Date received:** \_\_\_\_\_

- This HIB Incident investigation and corrective measures were completed according to School Board Policy/Procedures 3216/3216P process.
- Upon review, this incident does not meet the definition outlined in School Board Policy and Procedures and will be best resolved using the guidelines found in the Mukilteo School District Discipline Policies/Procedures.