



**Mukilteo**  
School District

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

*This form is to be used when any student believes they are the target of unresolved, severe or persistent harassment, intimidation or bullying or any other person(s) in the community who observes or receives notice that a student has or may have been a target of HIB.*

**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?** **No** **Yes** **If yes, when?** \_\_\_\_\_

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

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

- Classroom Hallway      Restroom      Playground      Locker Room      Lunchroom      Sport field
- Parking lot      School bus      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.**

- 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 bullying situation:**

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

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

**Was the target absent from school as a result of the incident?   No      Yes      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 is an HIB Incident, please investigate under 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/Procedure