



# HIB Investigation Coversheet

School \_\_\_\_\_

Complainant \_\_\_\_\_

Accused \_\_\_\_\_

Please use this as a cover sheet and organize your investigation materials in the following order:

- ☐ Investigation report form
- ☐ Incident Report form
- ☐ All evidence from investigation including notification emails, interview notes, emails related to the investigation etc. any evidence collected such as screen shots, information of video surveillance reviewed, student statements, no interaction agreements, safety plans etc.
- ☐ Findings letters (template is in DocuShare)

Scan all documents together as one electronic document to [dmundell2@everettsd.org](mailto:dmundell2@everettsd.org) with this coversheet attached.

**Incident Report Form**

**Investigation Report Form**

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**EVERETT PUBLIC SCHOOLS**  
Prohibition of Harassment, Intimidation or Bullying (HIB)  
Incident Reporting Form

Reporting person (optional): \_\_\_\_\_ Today's date: \_\_\_\_\_

Targeted student(s): \_\_\_\_\_

Your email address (optional): \_\_\_\_\_

Your phone number (optional): \_\_\_\_\_ Best way to contact: ☐ phone ☐ email

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

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

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

On what date did the incident(s) happen (if known): \_\_\_\_\_

Check if this is in the Incident(s) ☐ Check if this has been Discussed ☐ For how long? \_\_\_\_\_

On what date did the incident happen (if known): \_\_\_\_\_

Where did the incident happen? Check all that apply:

☐ Classroom ☐ Hallway ☐ Restroom ☐ Playground ☐ Locker room ☐ Lunchroom

☐ Sports field ☐ Parking lot ☐ School bus ☐ Office ☐ Off phone

☐ During a school activity ☐ Off school property ☐ On the way to/from school

☐ Other (Please describe): \_\_\_\_\_

Please check below all that apply:

☐ Hitting, kicking, shoving, pushing, tripping, teasing, grabbing or throwing something at another

☐ Intimidation directed toward me

☐ Excluding or rejecting the student

☐ Making rude and/or threatening gestures

☐ Making the student fearful, embarrassing, teasing or exploiting

☐ Pranks

☐ Name calling

☐ Sexual harassment/abuse\*

☐ Stalking

☐ Cyberbullying (texting, posting, social media posting, etc.)

☐ Repeated behavior

☐ Other (describe): \_\_\_\_\_

Description of incident(s) (continue on another page if needed)

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Why do you think this occurred?

Were there any witnesses? ☐ Yes ☐ No If yes, please provide their name: \_\_\_\_\_

Did a physical injury result from this incident(s)? ☐ Yes ☐ No If yes, please describe: \_\_\_\_\_

Was the targeted student absent from school as a result of the incident(s)? ☐ Yes ☐ No If yes, please describe: \_\_\_\_\_

Are there any notes, pictures, texts, screen shots or other evidence of the event(s) you are reporting? ☐ Yes ☐ No If yes, please describe (and attach): \_\_\_\_\_

Is there any additional information you can add? \_\_\_\_\_

Thank you for reporting.  
Return Incident Reporting Form to the School Principal.

For Internal Use ONLY	
Report being made by:	Interview conducted by:
<input type="checkbox"/> Anonymous <input type="checkbox"/> Confidential <input type="checkbox"/> Non-Confidential	Today's date: _____
Family of targeted student(s) notified:	Name of targeted student(s): _____
<input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/> Other:	Name of reporting person: _____
Family of alleged aggressor(s) notified:	Name of alleged aggressor(s): _____
<input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/> Other:	Name of school adult: _____
Compliance officer notified:	Check one: <input type="checkbox"/> Resolved <input type="checkbox"/> Unresolved
Investigation complete:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Findings letter sent:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parentwork sent to Compliance Officer:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Revised: July 2015  
Revised: June 2016  
Revised: June 2016  
Revised: September 2016

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**EVERETT PUBLIC SCHOOLS**  
Harassment, Intimidation & Bullying Investigation Report Form  
The purpose of this form is to gather data on reported HIB complaints.

Date complaint received: \_\_\_\_\_ Date(s) of incident(s): \_\_\_\_\_

School: \_\_\_\_\_ Investigator's name: \_\_\_\_\_

Complainant name: \_\_\_\_\_

Alleged aggressor(s) name: \_\_\_\_\_

Was a HIB complaint form submitted? ☐ Yes ☐ No

If yes, in what format? ☐ Info Schools ☐ Paper ☐ Other (specify): \_\_\_\_\_

Was an investigation conducted? ☐ Yes ☐ No

If no, explain: \_\_\_\_\_

1. Briefly describe incident(s), (not location of incident, any injuries or property damage): \_\_\_\_\_

2. Person interviewed: \_\_\_\_\_

3. Witnesses (if any): \_\_\_\_\_

4. Documents/evidence reviewed: \_\_\_\_\_

5. What outside agencies contacted, if any? (e.g. police, tribal, religious, other): \_\_\_\_\_

6. This incident was: ☐ Bullying ☐ Harassment ☐ Other \_\_\_\_\_ Just HIB

7. Explain findings/conclusions: \_\_\_\_\_

8. Action taken: \_\_\_\_\_

9. Is the issue resolved? ☐ Yes ☐ No (explain): \_\_\_\_\_

Copy of this form, all documents, notes and letters should be sent to HIB Compliance Officer, Debi Mandell, Athletics Department

\* The district provides several avenues for investigating such complaints under district [Policy 3302](#) and [Discipline 3302](#) and [Policy 3303](#) and [Discipline 3303](#). These policies and procedures are available on the district's public website and will be provided to provide your student's building administrator.