

**Everett Public Schools
Harassment, Intimidation or Bullying (HIB)
Incident Reporting Form**

Reporting person (optional): _____

Targeted student: _____

Your email address (optional): _____

Your phone number (optional): _____ **Today's date:** _____

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

Name(s) of aggressors (if known):

On what dates did the incident(s) happen (if known):

Where did the incident happen? Mark all that apply.

- | | | | | | |
|---|--|--|-------------------------------------|--|--|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Hallway | <input type="checkbox"/> Restroom | <input type="checkbox"/> Playground | <input type="checkbox"/> Locker room | <input type="checkbox"/> Lunchroom/cafeteria |
| <input type="checkbox"/> Sport field | <input type="checkbox"/> Gym | <input type="checkbox"/> Parking lot | <input type="checkbox"/> School bus | <input type="checkbox"/> Online/Internet | <input type="checkbox"/> Cell phone |
| <input type="checkbox"/> During a school activity | <input type="checkbox"/> Off school property | <input type="checkbox"/> 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.

- | | | |
|--|---|---|
| <input type="checkbox"/> Blocked movement | <input type="checkbox"/> Gestures (Explain) | <input type="checkbox"/> Racial slur(s)* |
| <input type="checkbox"/> Damage to my property | <input type="checkbox"/> Gossip | <input type="checkbox"/> Repeated behavior |
| <input type="checkbox"/> Derogatory comments | <input type="checkbox"/> Intimidation directed at me | <input type="checkbox"/> Sexual stories/jokes/pictures* |
| <input type="checkbox"/> Disrespectful comments | <input type="checkbox"/> Name calling | <input type="checkbox"/> Sexual Orientation Slurs* |
| <input type="checkbox"/> Electronic/Cyberbullying | <input type="checkbox"/> Offensive writing or graffiti | <input type="checkbox"/> Slurs, rumors, jokes |
| <input type="checkbox"/> Excluding me from activities | <input type="checkbox"/> Physical harm or threats of harm | <input type="checkbox"/> Spreading rumors |
| <input type="checkbox"/> Hazing (Club, team, class, other) | <input type="checkbox"/> Pranks | <input type="checkbox"/> Threats (to me, friends, school) |
| <input type="checkbox"/> Gender slurs* | <input type="checkbox"/> Put downs | <input type="checkbox"/> Touching/grabbing |

Other: (Please describe.)

* The district provides several avenues for investigating such complaints under district [Policy 3205](#) and [Procedure 3205P](#) and [Policy 3210](#) and [Procedure 3210P](#). These policies and procedures are available on the district's public [website](#) and will be provided to you by your student's building administrator.

Why do *you* think this occurred?

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

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

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

Are there any notes, pictures, texts, screen shots or other evidence of the event(s) you are reporting?

Is there any additional information you can add?

Thank you for reporting!

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

Received by: _____

Date received: _____

Action taken: _____

Parent/guardian contacted: _____

Mark one: Resolved Unresolved

Referred to: _____

Revised: July 2013

Revised: June 2019

Revised: June 2020

Revised: September 2020