

School District of Ashland Harassment/Discrimination

Incident Reporting Form

Reporting person: _____ Date _____

Targeted employee, volunteer and/or student: _____

Your email address and/or phone number (optional): _____

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

Name(s) of Alleged Offender (if known):

On what date(s) did the 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	school activity
Off school property		On the way to/from school			

Other (Please describe.) _____

Please check the box that best describes what the alleged offender(s) did. Please choose all that apply.

- Hitting, kicking, shoving, spitting, hair pulling or throwing something at the alleged victim.
- Getting another person to hit or harm the alleged victim.
- 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 alleged victim
- 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: _____

Did you tell the alleged offender that you were uncomfortable or offended by their behavior?

Yes No Circle

Why do you think the harassment /discrimination occurred? _____

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

Did a physical injury result from this incident? 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?

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

Received by: _____

Date received: _____

Action taken: _____

Parent/guardian contacted (if applicable): _____

Circle one: Resolved Unresolved

Referred to: _____

The School District of Ashland is committed to providing its employees, volunteers and students with an environment that is free from any type of harassment or discrimination. Harassment and discrimination is strictly prohibited by the district and is against state and federal laws.

The School District of Ashland does not discriminate based on age, race, creed, religion, color, disability, handicap, marital status, sex, sexual orientation, national origin, citizenship status, ancestry, arrest record, conviction record, or membership in the National Guard or military forces of the United States, or other protected group status.