

Auburn School District Harassment, Intimidation & Bullying Incident Report Form

Instructions: Harassment, intimidation and bullying are serious offenses and will not be tolerated. If you have been a witness to or suspect a bullying offense, please complete the form below and return it to the principal's office at your school or to the district office. This form may be completed anonymously but no disciplinary action will be taken based solely on the basis of an anonymous report or phone call.

Today's Date: _____ Name of Targeted Student: _____

Age: _____ Grade: _____ Student #: _____

Name of School: _____

Person Reporting Incident: _____ I prefer to remain anonymous

Relationship to Targeted Student: Self Witness/Bystander Parent/Guardian
 School Staff Close Adult Relative Other: _____

Name(s) of Bullies, if known:	Student	
	Yes	No

Name(s) of Witnesses/Bystanders, if known:	Student	
	Yes	No

Date(s) of Incident(s): _____

School adults already contacted: _____

	Yes	No	Unknown
Is this an ongoing issue?			
Have you witnessed the accused bully exhibit bullying/harassing behavior toward you, the targeted student or other students before? If yes, how many times? _____			
Was a report filed for the previous times? If yes, when: _____			

Where did this incident occur? (Check all that apply.)

At School

- Classroom
- Cafeteria
- Locker Room
- Hallway or Lockers
- Restroom
- Other (describe): _____

On School Property

- School Club/Activity
- Parking Lot
- Grounds/Common Areas
- Sport Field
- Gym

Off School Property

- School-Sponsored Activity
- School Bus/Bus Stop
- Way to/from School
- Internet/Social Media
- Cell Phone/Text

Please check the statement below that best describes what happened. (Check all that apply.)

- Physical violence (hitting, kicking, shoving, etc.)
- Getting another person to harm the targeted student
- Threats/intimidation
- Teasing/name calling/critical remarks
- Demeaning and making student a target of jokes
- Rude or threatening gestures
- Spreading lies/rumors/gossip
- Electronic communication or "Cyber Bullying" (describe): _____
- Other: _____
- Social exclusion/rejection
- Theft/damaged possessions
- Stalking/ongoing harassment
- Public humiliation
- Make fearful, demand money/exploiting
- Racial comments
- Sexual comments

Please describe what happened in your own words, including what the alleged offender(s) said or did (attach a separate sheet, if needed):

Why do you think the incident(s) happened? (attach a separate sheet, if needed):

	Yes	No	Unknown
Did physical injury result from this incident?			
If yes, was medical attention required?			
If there was physical injury, will the targeted student have permanent effects as a result?			
Was the targeted student absent from school because of the incident? If yes, number of days absent: _____			
Did a psychological injury result from this incident?			
If yes, were psychological services sought?			

Please list or attach any evidence of bullying or harassment (i.e. texts, notes, photos, etc) or other relevant information:

I certify that the information provided above is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

Name: _____ Title: _____

Phone: _____ Email: _____

NONDISCRIMINATION STATEMENT

Auburn School District complies with all federal rules and regulations and does not illegally discriminate on the basis of age; gender; race; color; creed; religion; national origin (including language); sex; sexual orientation including gender expression or identity; honorably discharged veteran or military status; the presence of any sensory, mental, or physical disability; the use of a trained dog guide or service animal; and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance procedures may be directed to: Daman Hunter at (253) 931-4932, Title IX Officer and Section 504 and ADA Coordinator.