

**COLONIAL SCHOOL DISTRICT**

**BULLYING/CYBER BULLYING and DISCRIMINATORY/SEXUAL HARASSMENT**

**REPORTING FORM**

**Definitions of Bullying/Cyber Bullying and Discriminatory Harassment**

**Bullying/Cyber Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

- 1. Substantial interference with a student's education.
- 2. Creation of a threatening environment.
- 3. Substantial disruption of the orderly operation of the school.

**Discriminatory Harassment** means unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

- 1. Sufficiently severe persistent or pervasive; and
- 2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

**Sexual Harassment** means unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature when:

- 1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or
- 2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
- 3. Such conduct deprives a student or group of individuals of educational aid, benefits, services, or treatment; or
- 4. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.

**School Setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school

\*\*\*\*\*

**Today's Date:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Name of Person Reporting Incident** (Please Print): \_\_\_\_\_

**Place an  in the appropriate box:**       Alleged Student Victim       Student (witness/bystander)

School Staff Member       Parent/Guardian       Other \_\_\_\_\_

**Name of Alleged Student Victim:** (Please Print) \_\_\_\_\_ **Grade** \_\_\_\_ **ID#** \_\_\_\_\_

| Student Name and ID of Alleged Offender(s) | Are they a student? | School | Grade |
|--|---------------------|--------|-------|
|  |                     |        |       |
|  |                     |        |       |
|  |                     |        |       |

**BULLYING/CYBER BULLYING AND DISCRIMINATORY/SEXUAL HARASSMENT FORM**

**DATE OF INCIDENT:** \_\_\_\_\_

**TIME OF INCIDENT:** \_\_\_\_\_

**Was this the first time this happened?**     Yes     No

**Where did the incident take place?**     In school     On school grounds     In a school vehicle

At a school sponsored activity     On the way to/from school     Outside school setting

| Name of Witness(es) to Incident | Witness Report Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No                 |
|---------------------------------|---|
|                                 | <input type="checkbox"/> Student <input type="checkbox"/> Teacher <input type="checkbox"/> Other: |
|                                 | <input type="checkbox"/> Student <input type="checkbox"/> Teacher <input type="checkbox"/> Other: |
|                                 | <input type="checkbox"/> Student <input type="checkbox"/> Teacher <input type="checkbox"/> Other: |

**Alleged bullying/discriminatory harassment was based on:**

Race/Color/National Origin     Sex     Disability     Sexual Orientation     Religion     Other \_\_\_\_\_

Bullying or Discriminatory Harassing conduct includes verbal acts and name calling, as well as non-verbal behavior, such as graphic and written statements or conduct that is physically threatening, harmful or humiliating. On the basis of sex it includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. It also includes gender-based, nonsexual conduct, such as harassment or gender stereotyping.

**Which statement best describes the alleged bullying/harassment:** (Choose all that apply)

- Bullying, harassment, or intimidation that involves physical aggression
- Getting another person to hit or harm student
- Teasing, taunting, demeaning, name-calling
- Making threatening remarks, in person or by other means
- Excluding or rejecting the student
- Spreading harmful rumors or gossip
- Verbal, nonverbal or physical conduct of a sexual nature
- Making rude and threatening gestures
- Intimidating (bullying), extorting, or exploiting
- Electronic communications (specify): \_\_\_\_\_
- Other: \_\_\_\_\_

**Brief Incident Report:** Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages, if necessary.

---

---

---

---

---

---

---

---

---

---

**This complaint is based on my honest belief that \_\_\_\_\_ has bullied/harassed me or another person. I certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge**

**Complainant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Person Reporting Incident:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return Form to a Principal or Teacher

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Were parents/guardians of alleged student victim notified?  Yes  No Date: \_\_\_\_\_ Date Meeting Held: \_\_\_\_\_

Were parents/guardians of alleged student offender notified?  Yes  No Date: \_\_\_\_\_ Date Meeting Held: \_\_\_\_\_

Was Principal notified?  Yes  No Date: \_\_\_\_\_

Was Director of Pupil Services notified?  Yes  No Date: \_\_\_\_\_

Were Police involved?  Yes  No Date: \_\_\_\_\_

Appropriate disciplinary action taken?  Yes  No  N/A Date: \_\_\_\_\_

**\*All investigators must submit written findings to the Compliance Officer within twenty (20) days of the initial report of alleged harassment/bullying. If additional time is required, a different due date must be established by the Investigator and Compliance Officer. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.**

Outcome:  Matter is resolved  Matter is unfounded  Matter must be reviewed by District Office

Signature of Administrator: \_\_\_\_\_

Date: \_\_\_\_\_