

REPORT OF BULLYING ALLEGATIONS

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school.

Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

**Step 1 – REPORT of Bullying Allegations**

*The goal of this report is to stop inappropriate behavior and to investigate and facilitate a resolution to the situation. Please fill out this form with as much information as possible to help with the investigation of the allegations.*

Names of individuals allegedly involved: \_\_\_\_\_

Names of any witnesses: \_\_\_\_\_

*Please indicate whether they are \_\_\_\_\_  
employees or students*

Give specific details regarding the allegations being reported. *Attach a separate sheet if necessary.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you previously filed a report  Yes  No If so, when? \_\_\_\_\_

Signature of person filing report: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

*Place an X in the appropriate*  Student  Parent/guardian  Close adult relative  School staff member  Student friend  
box:

Signature of person receiving the complaint: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 2: INVESTIGATION of Bullying Allegations**

Today's Date \_\_\_\_\_

School Personnel Completing Investigation: \_\_\_\_\_ Position: \_\_\_\_\_

**INVESTIGATION**

**Location of incident (check all that apply).**

- Classroom
- Lunchroom
- School Bus
- Locker Room/Area
- Restroom
- Hallway
- Bus Stop
- Parking lot
- On the way to/from school
- Playground
- Internet
- Cell Phone
- At a school sponsored activity or event off school property

Other (Please Specify) \_\_\_\_\_

Place an X next to the statement(s) that best describes the incident. *Check all items below that apply.*

**PHYSICAL**

- Kicking
- Hitting/punching
- Pushing
- Pinching
- Stalking
- Inappropriate touching

Other (please specify) \_\_\_\_\_

**VERBAL**

- Name-calling
- Taunting/ridiculing
- Making offensive comments
- Mocking
- Teasing
- Demeaning comments
- Threatening to cause harm
- Other (Please specify) \_\_\_\_\_

**SOCIAL/RELATIONAL**

- Offensive graffiti
- Excluding from group
- Spreading rumors
- Forcing to do something against his/her will
- Taking possessions/money

Other (Please specify) \_\_\_\_\_

**ELECTRONIC/WRITTEN COMMUNICATION**

- Offensive text messages
- Offensive emails
- Sending degrading images
- Posting rumors or lies about someone
- Assuming another's electronic identity online

Other (please specify) \_\_\_\_\_

**Physical evidence, if available (please attach):**

- Graffiti
- Notes
- E-mail
- Websites
- Video/Audio

Other (please specify) \_\_\_\_\_

**Investigative Actions Taken (Choose all that apply)**

- Interviewed student victim
- Interviewed alleged offender(s)
- Interviewed witness
- Witness statements collected in writing
- Interviewed school nurse
- Reviewed any medical information available
- Interviewed teachers and/or school staff
- Interviewed student victim's parent/guardian
- Interviewed alleged offender's parent/guardian
- Examined physical evidence
- Conducted student record review
- Obtained copy of police report

Other (specify) \_\_\_\_\_



**Step 3: APPEAL of Bullying Allegation Investigative Findings**

If complainant is not satisfied with Step 2 decision, a written appeal to the Superintendent should be filed within ten (10) workdays after the receipt of Step 2 decision.

Reason for appeal: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person making appeal: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent or designee doing the investigation: \_\_\_\_\_

Written decision of Superintendent will be sent within ten (10) workdays of appeal being received.

Decision: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Step 4: APPEAL of Bullying Allegation Investigative Findings - Superintendent Review**

Written appeal of Step 3 decision is made in writing to the Board. Appeal must be filed within ten (10) workdays of receipt of Step 3 ruling.

Written Appeal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Within twenty (20) workdays a Board hearing will be held at which time the complainant will be given an opportunity to present the complaint.*

Date of Hearing: \_\_\_\_\_

*Within ten (10) days a written decision will follow the Board hearing and will be delivered to the complainant.*

Written Decision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_