

## BULLYING, HARASSMENT, DATING VIOLENCE REPORT AND INVESTIGATION FORM

### *Definitions:*

Bullying occurs when a student or group of students who are on school property, at a school sponsored or school-related activity, or in a vehicle operated by the District engages in written or oral expression, expression through electronic means, or physical conduct that will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property or is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Harassment is defined as physical, verbal, or non-verbal conduct based on a student's race, color, religion, gender, national origin, disability, or any other basis prohibited (including sexual harassment, sexual violence, and sex discrimination, including pregnancy) by law that is so severe, persistent, or pervasive that the conduct affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment, has the purpose or effect of substantially or unreasonably interfering with the student's educational opportunities.

Dating Violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person who is in a marriage or dating relationship with the individual who is or once was in a marriage or dating relationship with the person committing the offense. Dating violence is considered prohibited harassment.

### *Concluding the Investigation:*

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether bullying, harassment, or dating violence occurred. If the alleged victim is facing possible disciplinary action based on a physical interaction or altercation with the alleged perpetrator, the report shall include a determination whether the victim used reasonable self-defense. A copy of the report will remain on file with the appropriate administrator. The administrator shall also communicate a summary of the report and its conclusions to the complainant. Complainant may appeal the finding in accordance with District policy FNG, DGBA, and GF (LOCAL), as applicable.

### *Action Taken (Options)*

- Conference/Warning
- Referral to Counselor
- Discipline Referral (Student Code of Conduct)
- School-Based Stay-Away Agreement
- Issue Warning Against Retaliation
- Other Appropriate Action(s)
- Refer Report to District Title IX Coordinator for Investigation

Name of Person Making Report: \_\_\_\_\_

Is person making report the victim?  Yes  No If not, who is victim? \_\_\_\_\_

Date and Time of Report: \_\_\_\_\_

Administrator: \_\_\_\_\_

Alleged Offense:  Bullying  Harassment  Dating Violence

Alleged Perpetrator(s): \_\_\_\_\_

\*Brief Description of Incident(s): \_\_\_\_\_

Witnesses: \_\_\_\_\_

*Administrative Procedure*

- Notify parents of the individuals involved of the report and that an investigation will be conducted.

Spoke to: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Spoke to: \_\_\_\_\_ Date/Time: \_\_\_\_\_

- Campus Administrator Conducts Investigation
  - Conduct interviews and collect written statements

- Action Taken

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

- Notify all parents of findings and action.

Spoke to: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Spoke to: \_\_\_\_\_ Date/Time: \_\_\_\_\_

\*Request written statement by student in addition to this statement.

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