

Case Number: _____

Concord Public Schools
BULLYING, CYBERBULLYING, HARASSMENT and RETALIATION INCIDENT REPORT

(See School Board policy #539 – Student Safety and Violence Prevention - Bullying)

1. Person filing Incident Report _____ on behalf of _____

2. Check if you are: Target of the behavior Reporter (*not the target*) Witness
 Student Parent Administrator
 Staff member (*specify role*) _____ Other (*specify*) _____

Your contact information and telephone number: _____

3. If student, your school _____ Grade _____

4. If staff member, your school or work site: _____

5. Information about the incident (*please note if more than one target, aggressor, date, location*):

Name of target _____

Name of aggressor _____

Date(s) of incident _____

Time of incident _____

Location of incident (*be as specific as possible*) _____

If "cyberbullying," the point of origin _____

7. Witnesses (*List people who saw the incident or have information about it. Use the back of the form if necessary.*)

Student Staff Other Name _____

Student Staff Other Name _____

Student Staff Other Name _____

8. Attach a narrative that describes the details of the incident (*including names of people involved, what occurred, and what each person did and said, including specific words used*).

9. Signature of person filing this report _____ Date _____

10. Form forwarded to Principal _____ Date forwarded _____

** Must be sent to Principal AND Superintendent within 24 hours of incident*

Administrator signature _____ Date signed _____

FOR INTERNAL USE ONLY

I. Notice to Parents or Guardians of complaint (to both parents) – Notification w/n 48 hours of receiving report

Parent/Guardian: _____ Who notified parent? _____
Parent/Guardian: _____ Who notified parent? _____
Method: _____ Date: _____
Incident Report (page 1) MUST be sent to Central Office Date: _____
Supt. waiver of notice requested/granted _____ Date: _____

1. II. Investigation – Complete w/n 5 school days of receiving report; Supt. may extend to 7 additional school days)

2. Investigator _____ Position _____
Investigator _____ Position _____

2. Interviews (use additional pages as necessary)

Interviewed aggressor Name _____ Date _____
Name _____ Date _____
 Interviewed target Name _____ Date _____
Name _____ Date _____
 Interviewed witnesses Name _____ Date _____
Name _____ Date _____

3. Evidence collected and secured: _____

4. Any prior documented incidents by the aggressor(s)? Yes No

If yes, did previous incidents involve the target or target group? Yes No

5. Any previous findings of bullying, cyberbullying, harassment, retaliation?

Yes No If yes, specify: _____

6. Summary of investigation (attach additional pages as needed)

III. CONCLUSION OF INVESTIGATION

1. FINDING OF POLICY VIOLATION? YES NO If yes, please check one or more:

Bullying Cyberbullying
 Retaliation Harassment (identify "targeted group") _____

3. Reporting – within 10 school days of investigation completion; Supt. may extend up to 7 additional school days

Target's parent/guardian, date: _____ Aggressor's parent/guardian, date: _____
 Law enforcement, date: _____

3. Action(s) taken:

Loss of privileges Detention Positive behavioral interventions
 Community service Out-of-school suspension In-school suspension Education
 Other: _____

4. Safety planning: _____

Follow-up with Target scheduled for _____ Initial / date when completed _____

Follow-up with Aggressor scheduled for _____ Initial / date when completed _____

5. Central Office

Central Office notified if investigation found no violations of policy Date _____

Report sent to Superintendent if investigation confirmed violation of policy Date _____

Signature and title: _____

DEFINITIONS

Bullying is defined as a single significant incident or pattern of incidents involving a written, verbal, or physical act, or gesture, or any combination thereof directed at another pupil, or any electronic communication that:

1. Physically harms a student or damages the student’s property;
2. Causes emotional distress to a student;
3. Interferes with a student’s educational opportunities;
4. Creates a hostile educational environment; or
5. Substantially disrupts the orderly operations of the school or a school-sponsored activity or event.

Cyberbullying is willful and intentional harm through the use of an electronic device (cell phone, computer, etc.). It can include “identity theft,” making the target appear to others as the “bully.” Targets can experience “traditional” bullying and cyberbullying together.

Harassment is bullying behavior motivated by prejudice based on real or perceived characteristics:

- | | | |
|-------------|--------------------------|-----------------------|
| 1. Race | 4. Ethnicity or national | 6. Gender/sex |
| 2. Color | origin | 7. Sexual Orientation |
| 3. Religion | 5. Disability | 8. Gender Identity |

Retaliation is conduct by a student directed against another student for:

1. Reporting or filing a complaint;
2. Aiding or encouraging the filing of a report or complaint;
3. Cooperating in an investigation under this policy;
4. Taking action consistent with this policy.

PROVISIONS

Any school employee, designated volunteer (see Policy #890) or employee of a company under contract with Concord School District who has witnessed, received a report of, or has reliable information that a student has been subjected to bullying, cyberbullying, harassment, or retaliation shall report such incident to the appropriate building Principal or designee (“Administrator”) as soon as possible but no later than 24 hours after observing the incident or receiving the information. Oral reports must be recorded in writing using this form.

NOTE: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.

The Administrator MUST assign a case number (school initials followed by case number and year; e.g. BGS-1-2015). Use this case number when reporting to Central Office.

Notice must be given to parents by the Administrator within 48 hours of receiving an incident report unless a written waiver is granted by the Superintendent.

The Administrator has 5 school days to investigate the report of bullying. An extension of up to an additional 7 school days may be granted in writing by the Superintendent.

Findings must be provided in writing to parents or guardians of the alleged aggressor and the alleged target within 10 school days of the completion of the investigation; an extension of up to 7 additional school days may be granted in writing by the Superintendent.