



Student Bullying, Harassment, or Discrimination Incident Reporting/Investigation Form

This form to be completed to identify a possible incident of bullying or harassment. The staff person who observes the conduct or receives the complaint must complete the top portion of this form and submit to a school administrator as soon as possible, but no later than the end of the next school day after receiving the complaint. Please complete the entire form, even if the incident is unfounded. You may use N/A for fields pertaining only to investigation. Information contained is for state reporting purposes.

Date of report:
Time of Incident:

School:
Location(s) of Incident:

Teacher/Staff:

Did you witness incident? Yes ☐ No ☐

Name of person who reported incident:

Name(s) of Victim(s)	Student PowerSchool ID	Grade	Gender (M or F)	Race
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Name(s) of Accused	Student PowerSchool ID	Grade	Gender (M or F)	Race
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Name(s) of Witnesses/Bystanders

Please indicate the conduct that best represents the reported or witnessed incident:

- ☐ **Physical Conduct** – Harm to another's body or property (Threatening physical harm, starting a fight, destroying or defacing property, etc.)
- ☐ **Emotional Conduct** – Harm to another's self-worth in person or electronically (Taunting, harassing/frightening phone calls/emails/text/phone messages, insulting remarks related to disability/gender/sexual orientation, etc.)
- ☐ **Relational Conduct** – Harm to another through damage (or threat of damage) to relationship or feelings of acceptance, friendship, or group inclusion (Gossiping, exclusion, arranging public humiliation, ostracizing/total group rejection, undermining other relationships)



Description of Incident:



***Interviews must be conducted by an administrator.**

Does the incident involve a student who receives special education services? ☐ Yes ☐ No

Does the incident involve a student who receives 504 services? ☐ Yes ☐ No

Does the incident involve an EL/ESL/ELL/LEP student? ☐ Yes ☐ No

If yes, administrator must notify the case manager or coordinator.

Victim interview(s) summary:

Accused interview(s) summary:



Witness/Bystanders interview(s) summary:

☒ Founded

☐ Unfounded – Take appropriate action and report in PowerSchool. Notify parents.

Type of incident: ☐ Bullying – Initiate Investigation ☐ Harassment ☐ Discrimination ☐ Other_____

Administrator Printed Name

Administrator Signature

Date

If there is evidence of a bullying related incident, investigation must be initiated within 48 hours of initial report and completed within 20 calendar days.

Full investigation of founded incidents must be completed by the principal.



Investigator:

Investigation initiated on:

Background information or relationship, if any, between 2 main parties involved: (Any classes together? Bus? Neighborhood?)

Was the incident motivated by any of the following factors? (Check all that apply)

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Gender | <input type="checkbox"/> Disability (504) | <input type="checkbox"/> Disability (IDEA) | <input type="checkbox"/> Religion |
| <input type="checkbox"/> EL/ESL/ELL/LEP | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Race, color, or national origin | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Other _____ | | | |

Did the incident involve cyberbullying? ☐ Yes ☐ No

Review of video surveillance:



Findings:

☐ Counseled

Parent(s) contacted and notified of resolution in writing:

Date Parents of Victim(s) Notified:

Date Parents of Accused Notified:

Victim(s) and Accused notified of resolution:

Date Victim(s) Notified:

Date Accused Notified:

Does resolution involve: ☐ ISS ☐ Out of School Suspension ☐ Remandment ☐ Expulsion

Plan to prevent reoccurrence:

Investigation concluded on:

Administrator Printed Name

Administrator Signature

Date



Bullying Awareness and Prevention Quick Reference Guide

CMCSS Definition of Bullying

Bullying occurs when all of the following occur:

- harm occurs through an intentional act; AND
- a power imbalance exists; AND
- the accused enjoys carrying out the action; AND
- the accused repeats the behavior, often in a systematic way; AND
- the target has a sense of being persecuted or oppressed and is hurt physically and/or psychologically

Types of Bullying

- **Physical** – pushing, kicking, hitting, spitting
- **Emotional** – name calling, damage to property
- **Relational** – exclusion, picked last for team
- **Cyber Bullying** – bullying through media (texts, social media websites, chat rooms, etc.)

High Risk Groups for Being Bullied

- Children with disabilities, special needs, and health problems
- Children who are obese
- Children who are lesbian, gay, bisexual, transgender, or who are questioning their identities

Effects of Bullying on the Target

- Depression
- Increased illnesses
- Truancy
- Lower academic achievement
- Decreased class participation
- Difficulty concentrating
- Changes in sleep and eating patterns
- Begin a level of extreme retaliation measures
 - Outbursts
 - Fights
 - Brings weapon to school



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Warning Signs

- Torn, damaged, or missing belongings
- Unexplained cuts, bruises, or scratches
- Few or no friends
- Fearful to go to school, to walk to and from school, to ride the school bus, or take part in clubs/organized activities
- Low self-esteem
- Loss of interest in school; begins to perform poorly
- Sad, moody, teary, depressed
- Headaches, stomachaches, other physical ailments
- Difficulty sleeping, frequent bad dreams
- Loss of appetite

How to Intervene

1. Stop the bullying
2. Support student who has been bullied
3. Name bullying behavior and refer to school rules
4. Engage the bystanders
5. Impose immediate and appropriate consequences
6. Take steps to ensure bullied student will be protected from future bullying

CMCSS Reporting Procedure

According to CMCSS Policy [INS-A016](#):

- School/district personnel **MUST** report alleged incidents of bullying
- Students are **EXPECTED** to report
- Parents and other stakeholders are **ENCOURAGED** to report
- All school staff must be trained on reporting procedures

All school personnel who witness or receive a report of bullying-related acts:

- Complete Incident Reporting Form INS-F111
www.cmcoss.net/iso/masterdocs/INS-F111.pdf
- Submit to an administrator as soon as possible but **no later than the end of the next school day**



Bullying Awareness and Prevention Quick Reference Guide

Discrimination

Discrimination can occur in different ways: Disparate treatment, harassment, and failure to accommodate

- Disparate treatment involves the treatment of a student that is less favorable than the treatment of others in similar situations for a discriminatory purpose, i.e., protected class status.
- Harassment involves unwelcome conduct (physical, verbal, or written) that is so severe, persistent, or objectively offensive that it is sufficiently serious to interfere with, limit, or deprive access to a student's ability to participate in or benefit from the educational opportunities provided by the district to students. It could also involve the submission to, or rejection of, the conduct by a student if used as a factor or the student is led to believe it will be a factor in decision(s) affecting the student's education.
- Failure to accommodate (if a disability condition exists for student).