

Eastern Local School

District

Bullying or Harassment Report Form

This report MUST be completed to file a complaint relating to an incident of alleged bullying or harassment and turned into the school principal/designee of the victim's school and the Superintendent.

You are the: **Complainant** **Witness (Circle One)** Please, type or print clearly

School/Department Name		Report Date	Report Time
Your Name (last, first, middle)	Age	Grade/Dept.	Gender/Race
Alleged Victim's Name (last, first, middle)	Age	Grade/Dept.	Gender/Race
Alleged Perpetrator's Name (last, first, middle)	Age	Grade/Dept.	Gender/Race

Where did the incident occur? Be specific(i.e., classroom, hallway, cafeteria, playground, bus).

When did the incident occur? Day: _____ Date: _____ Time: _____ AM/PM

What happened? Describe in detail. _____

Were there any witnesses? Yes No (Circle one) Provide name(s) and contact information.

List and attach any evidence of bullying or harassment. (i.e., letters, texts, photos, etc.)

Have you been bullied or harassed before by this person? Yes No (Circle one) If so, how many times? _____

Have you been bullied or harassed or witnessed bullying or harassment by this person before? Yes -No (Circle One) If so, how many times? Was a report filed for the previous time(s)? Yes-No (Circle one) When?

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of Complainant/Witness Title Date

For Office Use Only			
Investigator's Printed Name	Signature	School/Dept.	Date
Findings: _____ _____			

Eastern Local School District

Anonymous Bullying or Harassment Report Form

Complete this form if you have credible information regarding a bullying or harassment incident and want to report it anonymously. This form is completely anonymous; formal disciplinary action may not be used on basis of this report.

SCHOOL-		Report Date	Report Time
Alleged Victim's Name (last, first, middle)	Age	Grade	Gender/Race
Alleged Perpetrator's Name (last, first, middle)	Age	Grade	Gender/Race

Where did the incident occur? Be specific (i.e., classroom, hallway, cafeteria, playground, bus).

When did the incident occur? Day: _____ Date: _____ Time: _____ AM/PM

What happened? Describe in detail. _____

Were there any witnesses? Yes No (Circle One) Provide their name(s) and contact information.

List and attach any evidence of bullying or harassment. (i.e., letters, texts, photos, etc)

Was there a previous report filed by anyone regarding this incident? Yes No (Circle One) When? _____

Have you been bullied or harassed or witnessed bullying or harassment by this person before? Yes No (Circle One) If so, How many times? _____ Was a report filed for the previous time (s)? Yes-No (Circle One) When? _____

This report will be followed up on in a timely manner. If you fear a student is in IMMEDIATE danger, contact the appropriate resource i.e., the principal of the school, the school resource officer.

For Office Use Only			
Investigator's Printed Name	Signature	School	Date
Findings:			

Eastern Local School District

Bullying or Harassment Investigation Checklist

Print Name	Title	Signature	School/Dept.	Date	
Investigative Steps (Complete one form for each person involved. Use back for additional comments.)				Date	Initials
Complete and/or receive one of the ELSD Bullying or Harassment Report Forms and determine if incident is validated.					
Call 740-667-6079 to register bullying/harassment report with the District Superintendent.					
Interview complainant, separately, regarding the facts, involved parties' relationships, perception of imbalance of power, impact on school performance and context of the bullying or harassment incident. Notify parent/legal guardian.					
Interview alleged victim, separately, regarding the facts, involved parties' relationships, perception of imbalance of power, impact on school performance and context of the bullying or harassment incident. Have alleged victim complete a written statement, if he/she is not the complainant. Notify parent/legal guardian.					
Interview alleged perpetrator, separately, regarding the facts, involved parties' relationships, perception of imbalance of power, impact on school performance and context of the bullying or harassment incident. Have alleged perpetrator complete a written statement in response to the complaint. Notify parent/legal guardian.					
Interview any person that witnessed the bullying or harassment incident, has knowledge of the bullying or harassment incident, or may have related information. Have each person complete and sign a Bullying or Harassment Report Form. Notify parent/legal guardian.					
Document interventions including referrals to counseling (i.e., guidance, RTI, schedule/location change) for the alleged victim.					
Document interventions including referrals to counseling (i.e., guidance, court, etc) for the alleged bully.					
Substantiated bullying or harassment violations: For students, use the <i>Code of Student Conduct</i> to determine the punishment. Actions or punishment may fluctuate due to student history.					
Document findings on discipline referral form. Enter the appropriate <i>Code of Student Conduct</i> violation and disciplinary Action. Report out and track in the student services and management system (Infinite Campus).					
Submit Bullying or Harassment Investigation Checklist to principal and District Superintendent. If referring student to an alternative education center, submit the Bullying or Harassment documentation to any court appointed officials.					
Attach all documentation to Bullying or Harassment Checklist and maintain file of incident.					
Notify parent/legal guardian in writing of the actions taken as a result of the investigation. Follow---up with referral sources For the alleged victim.					
Notify parent/legal guardian in writing of the actions taken as a result of the investigation. Follow ---up with referral sources for alleged perpetrator.					

Investigated by:

Name	Signature	School/Dept.	Date



EASTERN LOCAL SCHOOL DISTRICT
50008 STATE ROUTE 681, REEDSVILLE, OH 45772
HOME OF THE EAGLES!

Parent of: _____ Student ID _____ Date: _____

This is to notify you that ORC 3313.666 and the Eastern Local School District Board of Education's Anti-Bullying Policy prohibit bullying or harassment during education programs or activities, on school buses, or through use of data or computer software accessed through computer systems of certain educational institutions. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action. "Bullying" is

Defined as:

- 1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- 2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- 3) Any intentional written, verbal, or Physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that
 - a. Causes another person substantial physical harm or visible bodily harm;
 - b. Has the effect of substantially interfering with a student's education;
 - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening education environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the school.

This letter is to inform you that your child has been involved in a report of a bullying or harassment incident.

_____ A report has been made that alleges your child as a perpetrator of bullying or harassment.

_____ A report has been made that alleges your child as a victim of bullying or harassment.

_____ A report has been made that alleges your child as a witness, bystander and/or complainant of bullying or harassment.

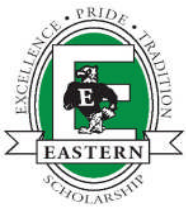
_____ Please discuss this with your child and call the school if you need further assistance or information.

An investigation into the reported act of bullying has been initiated .You will be notified of the outcome and any actions taken pertaining to your child.

Thank you for your attention to this matter.

Sincerely,

Principal



EASTERN LOCAL SCHOOL DISTRICT

50008 STATE ROUTE 681, REEDSVILLE, OH 45772

HOME OF THE EAGLES!

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 - a. Causes another person substantial physical harm or visible bodily harm;
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 - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening education environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the school.

This law and the policy require schools to follow up on reports of bullying by contacting the parent/legal guardian of students involved.

This letter is to inform you that your child has been involved in a report of a bullying or harassment incident and the actions taken were as follows:

_____ Report was unsubstantiated.

_____ Report was substantiated.

Actions taken pertaining to your child:

Thank you for your attention to this matter.

Sincerely,

Principal

Bullying

The Eastern Local School District believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation. The school district policy 5517.01 of NEOLA defines and prohibits bullying. Actions steps for compliance to bullying are as follows:

Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion.

Students are expected to immediately report incidents of bullying to the principal or designee. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.

The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity and during a school-sponsored activity.

Bullying, harassment or intimidation will not be tolerated. Disciplinary action will be taken after each incident of bullying and upon a finding of guilt. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Reassignment of classes
- In-school suspension
- Out-of-school suspension
- Detention
- Expulsion (through appropriate due process hearing)
- Assignment to an alternative school (through appropriate due process hearing)

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians and other stakeholders may report incidents of bullying to an administrator, teacher, counselor or other staff member by calling the respective school or administrative office. Please note: Any form of electronic bullying (cyber bullying) using school equipment, school networks, e-mail systems or committed at school is strictly prohibited

The procedures for intervening in bullying behavior include, but are not limited, to the following:

All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.

The school shall keep a report of bullying and the results of an investigation confidential. Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.

People witnessing or experiencing bullying are encouraged to report the incident to the school principal designee.

The following actions will be taken when bullying is reported:

1. Investigate

Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School police, school counselors, school social workers and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter.

2. Notify

At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

3. Discipline

Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances.

Students found to have committed multiple offenses of bullying for in a school year shall be evaluated by the school and juvenile court through appropriate due process for further disciplinary actions and steps warranted.

Schools should clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

4. Follow Up

Follow up is important to the accused and the victim. Implement a planned method to provide after-care and follow up. Reiterate to all the previously stated prohibition on retaliation.