

# BULLYING / HARASSMENT INCIDENT REPORTING FORM PERSON REPORTING

INCIDENT (OPTIONAL):

DATE:

SCHOOL: TuHS

I am a \_\_\_\_\_ Student \_\_\_\_\_ Parent \_\_\_\_\_ Staff Member \_\_\_\_\_ Other (please specify) \_\_\_\_\_

Name of person being bullied: \_\_\_\_\_ Location of Incident: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Name of alleged bully: \_\_\_\_\_

TYPE OF EVENT:

\_\_\_\_\_ Physical Bullying - hitting, kicking, shoving, spitting, other physical aggression

\_\_\_\_\_ Verbal Bullying / Harassment - teasing, name calling, put downs, or other behavior (in person or online) that would hurt others' feelings or make them feel bad, threatens

\_\_\_\_\_ Emotional Bullying / Harassment - starting rumors, telling others to not be friends with someone, demeaning comments, intimidation, extorting, exploiting or other actions that would cause someone to be without friends, publically insults

\_\_\_\_\_ Cyber-bullying - using an electronic medium to engage in any previously mentioned bullying

DESCRIPTION OF INCIDENT (please be specific - location, date, time) Did you witness the event? List other school community members who witnessed the event:

I have read the TTSD policy on Hazing/ Harassment/ Intimidation / Menacing/ Bullying/ Cyberbullying/ Dating Violence.

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Staff Member: \_\_\_\_\_

Date: \_\_\_\_\_

**RETURN TO DEAN OF STUDENTS**

Tigard-Tualatin School District 23J  
**Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/  
Dating Violence Student**

The Board is committed to providing a positive and productive learning environment. Hazing, harassment, intimidation, menacing or bullying and acts of cyberbullying by student, staff or third parties is strictly prohibited at all times. Teen dating violence is unacceptable behavior and prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion. Students may also be referred to law enforcement officials. The District administration is responsible for ensuring that this policy is implemented.

**Definitions**

This policy applies at all district facilities and district premises, and applies at non-district property if the student is at any district sponsored, district approved or district related activity or function, such as field trips or athletic events where students are under the control of the district.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district sponsored activity or grade level attainment, or other such activities intended to degrade or humiliate regardless of the person’s willingness to participate.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance that takes place on or immediately adjacent to district grounds, at any district sponsored activity, on district provided transportation or at any official district bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
  2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
  3. Creating a hostile educational environment including interfering with the psychological well being of the student.
- “Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability.

“Teen dating violence” is a form of harassment, intimidation or bullying as defined above which further includes:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are enrolled students 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are enrolled students 13 to 19 years of age.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate, bully or otherwise intend to harm another individual. In addition, any communication of this form which substantially disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying.

“Retaliation” means hazing, harassment, intimidation, menacing, teen dating violence or bullying and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation, menacing, teen dating violence or bullying and acts of cyberbullying or retaliation.

“Menacing” includes, but is not limited to, any act intended to place a district employee, student or third party in fear of imminent serious physical injury.

## **Reporting**

Principal or designee will take reports and conduct a prompt investigation of any report of an act of harassment, intimidation or bullying and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the Principal or designee who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district sponsored activity or in a district vehicle or vehicle used for transporting students to a district activity shall immediately report the incident to the school principal or designee. Failure of an employee to report an act of hazing, harassment, intimidation or bullying, menacing or an act of cyberbullying to the principal or designee may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

## **Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/Teen Dating Violence Student**

Any student who has knowledge of conduct in violation of this policy shall immediately report his or her concern to the principal or designee. Any student who or feels he or she has been hazed, harassed, intimidated, menaced, bullied, a victim of teen dating violence and/or acts of being cyberbullied in violation of this policy shall immediately report his/her concerns to the principal or designee who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to the principal or designee who has overall responsibility for all investigations. This report may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the superintendent or designee review the actions taken in the initial investigation, in accordance with district complaint procedures. The district shall incorporate into existing training programs for students and staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying and acts of cyberbullying and teen dating violence. The district shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, teen dating violence and acts of cyberbullying. The superintendent shall be responsible for ensuring annual notice of this policy is provided in a student handbook, school and district's Web site, and school and district office

"Sexual Orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behaviors differs from that traditionally associated with the individual's sex at birth.

Legal Reference(s):

ORS 163.19 ORS 166.065 ORS 166.155 166.165 ORS 174.100(6) ORS 332.072 ORS 332.107 ORS 339.240 ORS 339.250 ORS 33.254 ORS 339.351 -339.364 OAR 581-021-0045 OAR 581-021-0046

Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying

/Teen Dating Violence Student OAR 581-021-0055 OAR 581-022-1140 HB 4077 (2012)

SB 1555 (2012)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

Cross Reference(s): JBA/GBN Sexual Harassment JFCM -Threats of Violence