



◆ 89 Marsh Hill Road ◆ Orange ◆ CT 06477

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Any student, school employee, designated volunteer, employee, community member, parent or visitor to the campus who has witnessed, received a report of, or has information that a school community member has been subject to bullying, cyberbullying, harassment, sexual harassment or retaliation shall report such incident to the appropriate school or facility Administrator or designee as soon as possible after observing the incident or receiving the information. Reporting parties unable to report in writing will be provided a scribe to assist in the reporting process.

BULLYING, CYBERBULLYING, HARASSMENT AND RETALIATION INCIDENT REPORTING FORM

- 1. Name of Person Filing the Incident Report: _____
(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).
2. Check whether you are the: [] Target of the behavior [] Reporter (not the target) [] Witness
3. Check whether you are a: [] Student [] Staff member (specify role) _____
[] Parent [] Administrator
[] Other (specify): _____

Your contact information/telephone number: _____

4. If student, state your school: _____ Grade: _____

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

- 6. Information about the incident:
Name of Target(s): _____
Name of Aggressor(s): _____
Date(s) of Incident(s): _____
Time When Incident(s) Occurred: _____
Location of Incident(s) (Be as specific as possible): _____
If Cyberbullying, what is the point of origin: _____

- 7. Witnesses (List people who saw the incident or have information about it. If more space needed, use back of form):
Name: _____ [] Student [] Staff [] Other _____
Name: _____ [] Student [] Staff [] Other _____
Name: _____ [] Student [] Staff [] Other _____

8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.

9. Signature of Person Filing this Report: _____ Date: _____
(Note: Reports may be filed anonymously).

10. Form Given to: _____ Position: _____ Date: _____

Signature: _____ Date Received: _____



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STOP- REST OF FORM FOR INTERNAL USE ONLY

Definitions:

"Bullying", the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

"Cyber-bullying", bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

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

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

Sexual Harassment: Under both Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, sexual harassment is considered to be unlawful discrimination on the basis of sex. In addition, discrimination on the basis of sex is prohibited by the Connecticut Constitution. Finally, sexual harassment by an individual may constitute a crime or child abuse under the Connecticut Criminal Code.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.

The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

Unlawful sexual harassment may occur without economic injury to or discharge of the victim. The harasser's conduct must be unwelcome.

I. NOTICE TO PARENTS or (in the case of an adult complaint) both parties of Complaint:

By Administrator within 48 hours (2 school days) of receiving incident report unless written waiver is given by Chief Administrator or designee.

Person notifying parents: _____ Method: _____ Date: _____

Email report to Laura Carroll, at LCarroll@HopeAcademyCT.com of incident to be investigated. Date: _____

Waiver requested and approved by Chief Administrator or designee. Date: _____



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II. INVESTIGATION

1. Investigator(s): _____ Position: _____

_____ Position: _____

RESULTS OF INVESTIGATION BY CHIEF ADMINISTRATOR OR DESIGNEE

Chief Administrator/designee has 5 school days to investigate the report of bullying. An extension of up to an additional 5 school days may be granted in writing by the Chief Administrator or designee.

Waiver requested and approved for _____ additional days from Chief Administrator or designee. Date: _____

2. Interviews:

Interviewed aggressor(s) Name: _____ Date: _____

Name: _____ Date: _____

Interviewed target(s) 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, have incidents involved target or target group previously?

Yes No

5. Any previous incidents with findings of BULLYING, CYBERBULLYING, HARASSMENT, SEXUAL HARASSMENT AND/OR RETALIATION?

Yes No

If yes, specify:

Summary of Investigation:

(Please use additional paper and attach to this document as needed)

III. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of policy violation. YES Date: _____ NO

If yes, please check one or more of the following below:

Bullying

Cyberbullying

Harassment (Identify "targeted group"): _____

Retaliation

Sexual Harassment



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2. Contacts:

Report of the findings has been given to the Chief Administrator and the investigator. Using FERPA restrictions, findings are mailed to the parent(s)/guardian(s) of the alleged aggressor and alleged target within 10 school days of the completion of the investigation. Verbal report must be followed by written notice.

Date: _____

Target's parent/guardian Date: _____ **Aggressor(s) parent/guardian Date:** _____

Law Enforcement Date: _____

3. Action(s) Taken:

- Loss of Privileges Detention Positive Behavioral Interventions Education
- Out of School Suspension In-School Suspension Community Service
- Other: _____

4. Describe Safety Planning: _____

Follow-up with Target: scheduled for _____ **Initial and date when completed:** _____

Follow-up with Aggressor: scheduled for _____ **Initial and date when completed:** _____

Report forwarded to Chief Administrator if investigation confirmed violation. Date: _____

Signature and Title: _____ **Date:** _____

HOPE

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