



Gulf County School District

Bullying and Harassment Incidents  
Reporting and Investigation Manual

*Date Adopted*  
*September 9, 2013*

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**Policy Prohibiting Bullying and Harassment**  
**Gulf County School District**  
**School Board Rule ( )**

**Statement Prohibiting Bullying and/or Harassment**

Gulf County School District believes that all of its students and employees should be afforded an educational setting that is safe, secure, and free from bullying and harassment. In Gulf County, bullying and/or harassment are Level III-V Student Code of Conduct infractions and are major acts of misconduct. Bullying and/or harassment will not be tolerated and disciplinary action will be taken. In addition to school consequences, criminal charges may also be filed. This policy shall be interpreted and applied consistently with all applicable state and federal laws. Conduct that constitutes bullying and/or harassment, as defined herein, is prohibited in all educational environments.

**Definitions**

**Bullying:** Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying may involve teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment (sexual, religious or racial/ethnic), public humiliation, or destruction of property. Bullying can be further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture that is pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interferes with the individual's school performance or participation. It is often characterized by an imbalance of power.

**Harassment:** Threatening; insulting; dehumanizing gestures; written, verbal or physical conduct directed against a student or employee which places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property and/or has the effect of substantially interfering with the student's educational performance, opportunities or benefits and/or has the effect of substantially disrupting the orderly operation of a school.

Encompassed in the above definitions is the perpetuation of conduct with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by incitement or coercion; accessing or knowingly causing access to data through a computer system or network within the scope of the district school system; or acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

**Retaliation:** Reporting an act of bullying and/or harassment that is not made in good faith or retaliating against a student or school employee for asserting or alleging an act of bullying and/or harassment.

**Cyberstalking:** Engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language through the use of electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose, therefore affecting the learning environment.

**Cyberbullying:** A situation in which a person is repeatedly harassed, humiliated, threatened, intimidated, or otherwise targeted by another person through the use of digital technologies, including but not limited to, instant and text messaging, email, blogs, social websites (e.g. MySpace, Facebook), and chat rooms, therefore, affecting the student's learning environment.

## **Expected Behavior from Students and School Employees**

The Gulf County School District expects students to conduct themselves in a manner keeping with their levels of development and maturity, and to demonstrate capabilities with a proper regard for authority, the rights and welfare of others, and respecting the educational purpose underlying all school activities while providing proper care of the school facilities, school buses, and equipment. School employees and students are expected to follow the agreements in the Acceptable Use Procedures with regard to the digital network.

The school district believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of all. Since students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior; treat others with civility and respect, and refuse to tolerate bullying and/or harassment.

All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student and staff recognition through positive reinforcement for good conduct, self-discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior. Further, the School Board has implemented a District Character Education program (Pre-K-12) based on adopted standards.

Proper disciplinary sanctions and intervention steps shall be taken based on the level of severity of infraction as outlined in the Student Code of Conduct and this policy.

## **Incident Reporting and Immunity**

At each school, the principal or the principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations. All other members of the school community, including students, parents/guardians, volunteers and visitors are encouraged to report any alleged violations anonymously or in-person to the principal or the principal's designee.

The principal of each school shall prominently publicize to students, staff, volunteers, and parents/legal guardians, how a report of bullying or harassment may be filed either in-person or anonymously and how this report will be acted upon. The victim of bullying and/or harassment, anyone who witnessed the act, and anyone who has credible information regarding the act will be encouraged to file a report.

A school employee, school volunteer or visitor, student, parent/legal guardian or other person who promptly reports in good faith an act of bullying and/or harassment and who makes this report in compliance with district policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying and/or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments within Gulf County School District.

Any written or oral reporting of an act of bullying and/or harassment shall be considered an official means of reporting such act(s). Reports may be made anonymously, *but formal disciplinary action may not be based solely on the basis of an anonymous report.*

## **Determination of Scope of Investigation**

When a report of bullying and/or harassment has taken place, the principal or the principal's designee will promptly initiate a preliminary investigation to determine whether there is probable cause to believe the alleged act has occurred and falls within the scope of the school district's Student Code of Conduct.

- If the alleged act is within scope of the Code of Conduct, the principal or designee will proceed with a prompt investigation according to district policy.
- If the alleged act is outside the scope of the district, and determined a criminal act, law enforcement will be immediately notified, as will the parent/guardian, and the referral will be documented. While the District does not assume any liability for incidents that must be referred for external investigation, it encourages the provision of assistance and intervention as the principal or the principal's designee deems appropriate, including the use of School Resource Officer and other personnel.
- If the alleged act is outside scope of district, and determined not a criminal act, the parents/legal guardians of all students involved will be notified.

### **Procedures for Prompt Investigation**

The investigation of a reported act of bullying and/or harassment of a student, employee, or other persons providing service to the school is deemed to be a school-related activity and begins with a report of such an act. Incidents of bullying or harassment allegedly committed against a child while on a school bus or at a bus stop require a reasonable investigation.

The principal or the principal's designee shall document all complaints in writing to ensure that problems are addressed in a timely manner. If the complaint is about the principal, then the Superintendent or designee shall be asked to address the complaint.

The Procedures for Investigating Bullying and/or Harassment include:

- Documented interviews of the victim, alleged perpetrator(s), and witnesses are conducted privately, separately, and are confidential. At no time will the alleged perpetrator and victim be interviewed together. It is recommended that the victim be interviewed first.
- The investigator shall collect and evaluate the facts including, but not limited to:
  - o Description of incident(s) including nature of the behavior (physical hurt or psychological distress), context in which the alleged incident(s) occurred, etc.;
  - o How often the conduct occurred;
  - o Whether there were past incidents or past continuing patterns of behavior;
  - o The relationship between the parties involved;
  - o The characteristics of parties involved (i.e., grade, age, etc.);
  - o The identity and number of individuals who participated in bullying and/or harassing behavior;
  - o Where the alleged incident(s) occurred;
  - o Whether the conduct adversely affected the student's education or educational environment;
  - o Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
  - o The date, time, and method in which the parents/legal guardians of all parties involved were contacted.
- Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes:
  - o Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
  - o A written final report to the principal and Superintendent.
- After the initial filing of an incident, completion of the investigative procedural steps will take place within ten school days. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment, and the investigative procedures that follow.

### **Parent Notification**

The principal, or the principal's designee, shall notify the parent/guardian of all students involved in an incident of bullying or harassment as soon as possible after an investigation of the incident has been initiated. Notification must be consistent with the student privacy rights of the Family Educational Rights and Privacy Act of 1974 (FERPA).

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator(s), all appropriate local law enforcement agencies will be notified.

## **Consequences**

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. Consequences and appropriate remedial actions will apply to persons, whether they be students, school employees, or visitors/volunteers, who are found to have wrongfully and intentionally accused another of an act of bullying and/or harassment. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated.

**Student** consequences and appropriate remedial actions for a committed act of bullying and/or harassment are outlined in the Student Code of Conduct.

**School employee** consequences and appropriate remedial action for a committed act of bullying and/or harassment will be instituted in accordance with district policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in the reporting to the State Board of Education where a subsequent sanction against an educator's state issued certificate may occur (State Board of Education Rule 6-B-1.006, FAC., *The Principles of Professional Conduct of the Education Profession in Florida*.)

**Visitor or volunteer** consequences and appropriate remedial action for a committed act of bullying and/or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act including, if applicable, reports to appropriate law enforcement officials.

## **Referral for Counseling**

School personnel or parents may request informal consultation with school staff (school counselor, school social worker, school psychologist, etc.) to determine the severity and appropriate steps to address the concern.

If a formal discipline report or formal complaint is made, the principal or the principal's designee must have a procedure in place to determine the consideration of appropriate services for students involved. Parent/guardian notification is required. Counseling may be provided by school or district personnel. A referral may be made to Student Services for determination of counseling, assistance, and interventions.

Intervention and assistance may include:

- Counseling and support to address the needs of the victims of bullying or harassment.
- Counseling/interventions to address behavior of the students who bully and harass others.
- Counseling/interventions which include assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.

## **Data Collection/Reporting**

The procedure for including incidents of bullying and/or harassment in the school's report of safety and discipline data is required under F.S. 1006.09(6). The report must include each incident and the resulting consequences, including discipline, interventions, and referrals. The report must also include each

reported incident of bullying and/or harassment that does not meet the criteria of a prohibited act under this policy, with recommendations regarding said incident.

The School District will utilize Florida's School Environmental Safety Incident Reporting (**SESIR**) Statewide Report on School Safety and Discipline Data, which includes bullying/harassment as an incident code as well as bullying-related element code. If an incident occurs it will be reported in SESIR with the bullying/harassment code. If the incident involves other SESIR infractions, those appropriate codes will be included in the report. SESIR incidents are:

- Arson
- Battery
- Breaking and Entering
- Disruption on Campus
- Major Fighting
- Homicide
- Kidnapping
- Larceny/Theft
- Robbery
- Sexual Battery
- Sexual Harassment
- Sexual Offenses
- Threat/Intimidation
- Vandalism
- Weapons Possession
- Other Major (Other major incidents that do not fit within the other definitions)

Discipline and referral data will be recorded in Student Discipline/Referral Action Report and Automated Student Information System.

The district will provide bullying incident, discipline, and referral data to the Florida Department of Education in the format requested, through Survey 5 from Education Information and Accountability Services, and at designated dates provided by the department.

### **Actions to Protect Victim**

According to the level of infraction, parents/guardians will be notified of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the incident. Notifications must be consistent with the student privacy rights under the Family Education Rights and Privacy Act of 1974 (FERPA).

Limited disclosure may be necessary to complete a thorough investigation as described above. The District's obligation to investigate and take corrective action may supersede an individual's right to privacy.

The complainant's identity shall be protected, but absolute confidentiality cannot be guaranteed. The identity of the victim of the reported act shall be protected to the reasonable extent possible.

Retaliatory or intimidating conduct against any individual who has made a bullying complaint or any individual who has testified, assisted, or participated, in any manner, in an investigation is specifically prohibited and as detailed in this policy, shall be treated as another incidence of bullying.

### **Providing Instruction**

The district ensures that schools sustain healthy, positive, and safe learning environments for all students. It is important to change the social climate of the school and the social norms with regard to bullying and

harassment. This requires the efforts of everyone in the school environment – teachers, administrators, counselors, school nurses, support staff, parents/guardians, and students.

Students, parents/guardians, teachers, school administrators, counseling staff, bus drivers, non-teaching staff and school volunteers shall be given annual instruction at a minimum on the district's Policy and Regulations prohibiting bullying and harassment. The instruction shall include methods of preventing bullying and harassment, as well as how to effectively identify, prevent, and respond to bullying and harassment in schools.

### **Publicizing the Policy**

The Gulf County School District shall provide notice to students, parents/guardians, and staff of this policy through appropriate references in the Student Code of Conduct and employee handbooks, and through other reasonable means.

Each school principal shall develop and document an annual process for discussing the school district policy on bullying and harassment with students.



## Reporting Forms

An incident of bullying can be reported anytime after the fact. There is no time limit on reporting an incident of bullying.

An incident of bullying can be reported in writing, in-person or anonymously. All school employees are required to report any known bullying incidents.

*If an incident of bullying/harassment is reported verbally, always have the person reporting the incident (student, parent, etc.) complete a reporting form. This is important documentation that may be needed in the future.*

### FORMS

Bullying or Harassment Reporting Form - Elementary School/High School/Employee

Online Reporting Form -

FORMS are available online on the GCSB district website: <http://www.gulf.k12.fl.us>

**NOTE:** As you handle bullying complaints, be certain to keep all reporting forms and sufficient investigation documentation of what you have done as well as what you have discovered. Remember that bullying is considered as repeated behavior. Even if there is a conclusion that bullying did not happen, keep the forms and documentation. Without records of prior incidents, it is difficult to “prove” that the behavior is a repeated one.



## Steps for Investigating a Reported Incident of Bullying or Harassment

### 1. Alleged Bullying or Harassment Investigation Process Flowchart

Please refer to the flowchart included in this section as a guide for the investigation process.

An investigation will be promptly initiated for all reported incidents of bullying. Incidents shall include reports of bullying/harassment while the child aboard a school bus or at a bus stop.

Cyberbullying incidents that happen outside of school will be investigated if the incident is causing substantial emotional distress and serving no legitimate purpose, *therefore affecting the learning environment at school*.

Once a reporting form is received a maximum of 10 school days shall be the limit for completion of the investigative procedural steps. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment, and the investigative procedures that follow (need to know basis).

Flowchart will be available online on the district website

### 2. Investigation Steps Checklist

The Investigation Steps Checklist should be used as a guide to ensure that all the investigation steps are completed as per the district policy and will serve as documentation of their completion.

Investigation Checklist will be available online on the **GCSB** website

### 3. Bullying Witness Statement Form

The form must be completed during the investigation when there is a witness to an incident of alleged bullying. One form must be completed for each witness. All witness statements that relate to one incident should be attached to the Bullying or Harassment Reporting Form.

Witness Form will be available on the district website [www.gulf.k12.fl.us](http://www.gulf.k12.fl.us)



## Incident Investigation Final Report Form

The incident Investigation Final Report Form **MUST** be completed for all reports of bullying including substantiated incidents and unsubstantiated incidents.

If this is a first time incident (not repeated), it is not bullying but another infraction such as misconduct. **Because it was reported as a bullying incident, an Incident Reporting Final Report form must be completed and checked as “Unsubstantiated” with the name of the infraction listed.**

If the bullying incident is a criminal offense and it is turned over to law enforcement, schools should still continue to do their own in-house investigation and complete the Final Report Form as documentation of follow through by the school.

**Incidents of bullying must also be reported in the district discipline system** using the codes for substantiated or unsubstantiated bullying or harassment. These reports must include basis of incident if it was gender, race or disabled related.

Once a reporting form is received, an investigation must take place and be completed in 10 days.

**Final Investigation Form will be available online**

## APPENDICES

Checklist for School Compliance of F.S. 1006.147  
Prohibiting Bullying and Harassment

Safety Plan and Additional Strategies

Sample Scripts - Guidance for Notifying Parents of  
a Bullying/Harassment Incident

Legal FAQs

Interviewing the Complainant and Perpetrator

## Checklist for school compliance of Florida Statute 1006.147 Prohibiting Bullying and/or Harassment

1. A procedure for reporting an incident of bullying is in place.	<input type="checkbox"/> Posters on reporting incidents are displayed. <input type="checkbox"/> Forms are readily available in the front office and other designated areas. <input type="checkbox"/> Drop boxes are located in designated areas of the school for anonymous reporting.
2. Required steps during the investigation procedures.	<input type="checkbox"/> <b>All reports</b> received (by form, verbal, online, anonymous) are investigated promptly. <input type="checkbox"/> Parents of all students are notified as soon as possible after an investigation of the incident has been initiated (by letter, email, documented phone call, or conference). <input type="checkbox"/> Investigation procedures and collection of facts follow the Gulf County School District Policy for Prohibiting Bullying and/or Harassment. <input type="checkbox"/> Law enforcement informed if incident is determined to be a criminal act. <input type="checkbox"/> Parents of all students are informed of outcome of the investigation (by letter, email, documented phone call, or conference) consistent with FERPA provisions. <input type="checkbox"/> <b>Final Report Form is completed within 10 days <u>for every incident received and investigated.</u></b>
3. Consequences to Perpetrators.	<input type="checkbox"/> Student receives appropriate consequences as outlined by the Student Code of Conduct. Substantiated bullying incidents are Level III incidents.
4. Procedures for regularly reporting to victim's parents including actions taken to protect the victim.	<input type="checkbox"/> After an investigation, parents are contacted (by letter, email, documented phone call, or conference) of all recommended actions in place for the victim for both substantiated and unsubstantiated incidents. <input type="checkbox"/> Safety Plan in place for substantiated incidents and recommended for unsubstantiated incidents. <input type="checkbox"/> Referral of Counseling is provided to both victim and perpetrator <b>if deemed appropriate.</b>
5. Data Reporting Compliance.	<input type="checkbox"/> Final Investigation Report Form is completed to meet statute requirements for a final written report and end of year compliance reporting to the state. <input type="checkbox"/> Schools report in the district discipline system both substantiated and unsubstantiated incidents including basis of incident if it was gender, race or disability related.
6. Publicize the Policy, Curriculum Integration, and Annual Staff Training.	<input type="checkbox"/> Process in place at school to publicize and discuss the policy to students and parents. (ex. tip sheet, in newsletter, Alert Now, posters, presentations). <input type="checkbox"/> Bullying prevention education is integrated within the school curriculum. <input type="checkbox"/> School-based staff view PowerPoint presentation on INSIDE SJCS D by end September each school year. <input type="checkbox"/> Bullying prevention information available to parents/guardians.

## SAFETY PLANS



Gulf County School District believes that all of its students should be afforded an educational setting that is safe, secure, and free from bullying and harassment of any kind.

It is recommended that safety plans are put into place for students who have been the targets or feel they are targets of bullying or harassment. Safety plans can be used for both substantiated and unsubstantiated incidents of bullying to ensure a student feels emotionally and physically safe at school. A safety plan can include three components: the actions **school staff** will engage in, the actions the **student** will engage in, and the actions the **parents** will engage in. It is important to review the safety plan often to ensure it is being implemented and is working, to see if any modifications are necessary, or to decide if the plan needs to continue.

It is understood that each situation of bullying and harassment is different, as well as the emotional impact on the targeted student. Following are example safety plans for both substantiated and unsubstantiated bullying incidents along with additional strategies that can be used in a safety plan.



## Interviewing the Complainant and Perpetrator

### Interviewing the Complainant

1. Take the complainant seriously.
2. Explain the investigation process.
  - a. Alleged perpetrator and any witnesses will be interviewed.
  - b. Ensure complainant understands that you cannot guarantee complete confidentiality, but information obtained from the investigation will be given on a need-to-know basis only.
  - c. A written report will be prepared after the investigation process has taken place.
3. Ask the complainant how they are feeling about the situation before seeking the facts. Stay emotionally connected while factually impartial.
4. Find out what happened. Get specific details. Use the Investigation Steps Checklist for guidance.
5. Find out the effects of the bullying on the complainant. For example:
  - *How did the alleged perpetrator's remarks/actions affect you?*
  - *When you say you were upset, what do you mean by upset?*
  - *How did you act? Did you experience any change in behavior?*
  - *Did you go to a doctor? (documentation) If yes, for what?*
  - *Has your work/studies been affected? If yes, how?*
  - *Have you spoken to anyone about your feelings after the incidents?*
6. Find out the names of witnesses.
7. Ask the complainant what assistance we can provide or if there is any temporary/immediate action they believe is necessary.
8. Assess the complainant's credibility.
  - *How does the complainant appear during the interview?*
  - *Does the story and facts sound correct?*
  - *Note the complainant's appearance, facial expressions, body language, etc.*
  - *Does the complainant have a motive to lie?*
9. Document any refusal by the complainant to divulge information. Document any gestures.
10. Go over the complainant's account of the incident and get a signed written statement that the facts you have are correct.
11. Ask the complainant to alert you immediately if any more incidents occur.

## Interviewing the Perpetrator

1. Give a brief indication of the nature of the meeting to the alleged perpetrator before you commence the interview.
2. The alleged perpetrator and/or investigator may tape the interview with knowledge and consent of the other party.
3. Explain the purpose of the interview is to investigate a complaint of bullying made against the alleged perpetrator and that:
  - a. Allegations of bullying are taken seriously and will be fully investigated.
  - b. The purpose of the interview is to elicit facts associated with a complaint.
4. Ask the alleged perpetrator for whatever information he or she has in regard to the complaint. Get specific details. Use the Investigation Steps Checklist for guidance.
5. Find out the names of any witnesses to corroborate statement.
6. Assess the alleged perpetrator's credibility.
  - *How does the alleged perpetrator appear during the interview?*
  - *Does the information the alleged perpetrator give sound correct?*
  - *Note the alleged perpetrator's appearance, facial expressions, body language, etc.*
7. If a student chooses not to answer questions about a bullying incident, document this and let them know that it is fine, but will assume what was said is true.
8. Document any gestures.
9. After going over what the alleged perpetrator has said, have he or she sign a written statement that these facts are correct.
10. Investigator can now identify areas of agreement and areas of conflict between the complainant and alleged perpetrator's statements to determine follow-up questions.



## Bullying or Harassment Reporting (Form A) Elementary School, High School, and Employee

This form should be used to report a possible incident of bullying as defined in the Gulf County School District's Policy Prohibiting Bullying and Harassment.

**Any student can report bullying or harassment by talking to an administrator or completing this form and returning it to a principal or principal designee. This form can be placed in the school's designated drop off spot for anonymous reporting.**

**PLEASE PRINT**

Your name (optional): \_\_\_\_\_

School: \_\_\_\_\_

Name(s) of student(s) accused of bullying and/or harassment: \_\_\_\_\_

\_\_\_\_\_

Is this the first time you have been bullied or harassed? YES \_\_\_\_\_ NO \_\_\_\_\_  
If NO, is the bullying by the same person(s) or a different person(s)? \_\_\_\_\_  
Were any of these incidents previously reported? No \_\_\_\_\_ Yes \_\_\_\_\_ To whom \_\_\_\_\_

Where did the incidents happen (choose all that apply)

- On school property     
  At a school-sponsored activity or event off of school property     
  On the computer  
 On a school bus     
  On the way to/from school     
  At the bus stop     
  Other: \_\_\_\_\_

On what dates did the incidents happen? \_\_\_\_\_

Choose the statement(s) that best describes what happened (choose all that apply)

- Teasing     
  Threat     
  Stalking     
  Theft     
  Cyberbullying  
 Social exclusion     
  Intimidation     
  Physical violence     
  Public humiliation     
  Other \_\_\_\_\_

What did the alleged offender(s) say or do? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were there any witnesses? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of student/employee completing this form (optional): \_\_\_\_\_ Date \_\_\_\_\_

Thank you. This report will be followed up in a prompt manner. By completing this form, you are verifying that your statements are true and exact to the best of your knowledge. If you fear a student is in IMMEDIATE danger, please contact a trusted adult right away!

**For Office Use Only**

Date Received:	
Received By:	



## Bullying Witness Statement (Form B)

This report **MUST** be completed when there is a witness to an incident of alleged bullying (*for the purpose of this form, bullying encompasses bullying, harassment, and discrimination*) and turned in to the school principal/designee. One form must be completed for each witness. All witness statements that relate to one incident should be attached to the Bullying Complaint Report Form.

WITNESS NAME (last, first)	WITNESS TITLE <small>(ex. Parent, Student, or Teacher)</small>	INTERVIEW DATE
VICTIM NAME (last, first)		
ACCUSED NAME (last, first)		
SCHOOL SITE (where incident occurred)	SCHOOL TELEPHONE	
PRINCIPAL	INCIDENT DATE	

**Describe the location where the incident took place:**

**Description of incident witnessed:**

**List any other witness names and grades:**

**List evidence of bullying (i.e. letters, photos, etc. – attach evidence if possible):**

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

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Person Receiving Bullying Witness Form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title / School



**Bullying Anonymous Reporting (Form C)**

If you have information regarding bullying and would like to report this information anonymously, please fill out the following form to the best of your knowledge. Please note that this form is completely anonymous. *(For the purpose of this form, bullying encompasses bullying, harassment, and discrimination.)*

VICTIM NAME (last, first, middle)	SEX	GRADE	AGE
ACCUSED NAME (last, first, middle)	SEX	GRADE	AGE
SCHOOL	SCHOOL TELEPHONE (    )       -		
PRINCIPAL	TODAY'S DATE /     /		

**Where did the incident occur?**

**When did the incident occur?**

**Date:** \_\_\_ **Time:** \_\_\_\_\_

**Please describe, in as much detail as possible, what happened.**

**Do you know any of the witnesses involved? If so, please provide as much detail as possible about these people.**

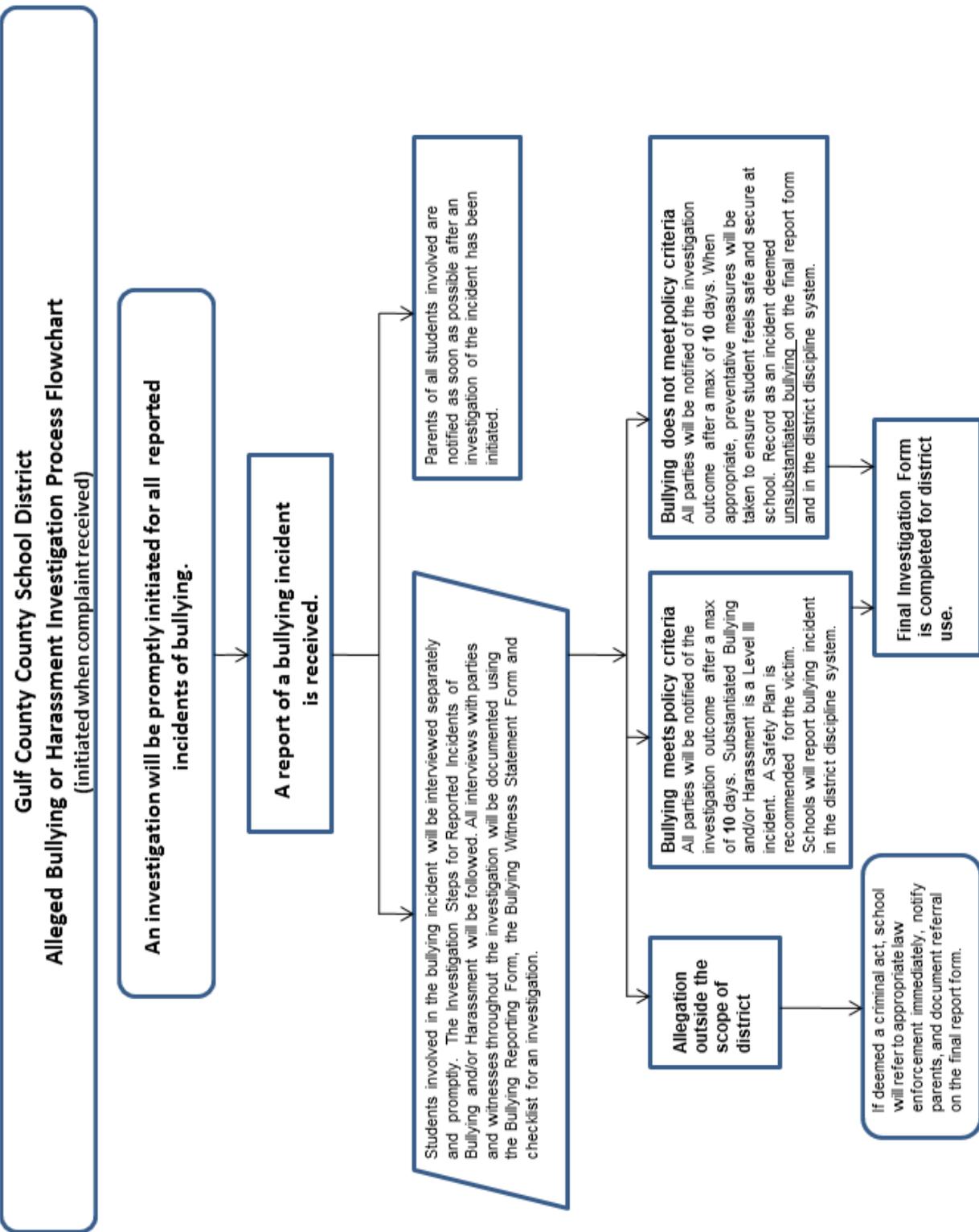
**List evidence of bullying if any (i.e. letters, photos, etc. –attach evidence if possible)**

**Thank you, this report will be followed up within 2 school/work days. If you fear a student is in DANGER, contact their home school, the police or the Gulf County School District at 850-229-8256 immediately!**

For Office Use Only

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Date Received:	
Received by:	





## Investigation Steps for Reported Incidents of Bullying and/or Harassment

### Checklist

<u>Steps in the Investigation</u>	<u>Date</u>	<u>Initials</u>
<p><b>A maximum of 10 school days shall be the limit from receiving the Gulf County Bullying and Harassment Reporting Form to the completion of the investigative procedural steps. All complaints will be documented in writing.</b></p>		
<p>1. Notify parents or legal guardians as soon as possible after the investigation of the incident has been initiated. Document date, time, and method in which contacted.</p>		
<p>2. Interview the complainant. It is recommended that the complainant is interviewed first. Document the following:</p> <ul style="list-style-type: none"> <li>a. Age, grade, gender</li> <li>b. Description of the incident(s)</li> <li>c. Where and when the alleged incident(s) occurred</li> <li>d. The identity and number of individuals who participated in the bullying/harassment behavior</li> <li>e. Context in which the alleged incident(s) occurred</li> <li>f. How often the conduct occurred</li> <li>g. Past incident(s) or past continuing patterns of behavior</li> <li>h. The relationship between the parties involved</li> <li>i. Any witnesses</li> <li>j. Whether the alleged victim felt the incident is affecting their ability to learn</li> <li>k. Whether the alleged victim felt an imbalance of power (victim felt he/she had no power to stop the bullying/harassment)</li> </ul> <p>Go over the complainant's account of the incident and get a signed written statement that the facts you have are correct.</p>		
<p>3. Interview any person who witnessed the bullying incident, has knowledge of the bullying incident, or who may have related information. Complete and have the witness(s) sign the Gulf County School District Bullying Witness Statement form.</p>		
<p>4. Document the findings of the investigation to determine if the incident falls within the scope of the district.</p> <ul style="list-style-type: none"> <li>- If the incident does <b>not fall within the scope of the district and it <u>has been determined a criminal act</u></b>, refer to appropriate law enforcement immediately, notify parent or legal guardian, and document the referral. Keep all in-house investigation paperwork and complete the final report for documentation purposes.</li> <li>- If the incident does <b>not fall within the scope of the district, and <u>determined not a</u></b></li> </ul>		

<p><b>criminal act</b>, inform parents or legal guardians of all students involved. Keep all paperwork and complete the final report for documentation purposes.</p> <ul style="list-style-type: none"> <li>- If the incident is <b>within the scope of the district’s Student Code of Conduct</b> go to the next step.</li> </ul>		
<p>5. For the perpetrator - Document actions taken and consequences received as outlined in the Student Code of Conduct. Substantiated incidents of bullying/harassment are Level III incidents.</p> <p>For the victim – Document actions taken to protect the victim in a written safety plan. If the bullying incident was unsubstantiated, it is recommended that a safety plan still be put in place as a preventative measure to ensure the student feels safe and secure at school.</p>		
<p>6. Once the investigation is completed, contact the parents or legal guardians of both the victim and perpetrator on the outcome of the investigation.</p> <ul style="list-style-type: none"> <li>a. Notify parents or legal guardians of the perpetrator of the decisions on consequences and appropriate remedial actions that will be taken. Document method of contact.</li> <li>b. Notify the parents or legal guardians of the victim, explaining any actions that are being taken to protect their child. A parent meeting is suggested with all to sign off on the outcome of the investigation and the safety plan.</li> </ul>		
<p>8. Document the determination for a referral of counseling for the victim, the perpetrator, and/or the parents or legal guardians if it was deemed appropriate.</p> <p>If a referral for counseling is deemed appropriate, document the method of contact to the parents or legal guardians, regarding counseling recommendations.</p> <p>Document the details of the counseling if provided. (A referral may be made to Student Services for determination of counseling, assistance, and interventions. Counseling may be provided by school or district personnel.)</p>		
<p>9. Report the bullying incident in the district discipline system using the codes for substantiated or unsubstantiated bullying or harassment. Include basis of incident if it was gender, race or disabled related.</p>		
<p>10. Final Investigation Report to the principal and Student Services.</p>		

# GULF COUNTY SCHOOL DISTRICT BULLYING AND HARASSMENT FINAL REPORT FORM INCIDENT INVESTIGATION FINAL REPORT (Form D)

School Personnel Completing Form: \_\_\_\_\_ Position: \_\_\_\_\_

Today's date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ School: \_\_\_\_\_  
Month Day Year

**Name of Person Who Reported the Incident** (From Reporting Form): \_\_\_\_\_

Date of Initial Report: \_\_\_\_\_ Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Student       Parent/guardian       Other (specify) \_\_\_\_\_

Written Report (form)       Verbal Report       Online Report       Anonymous Report

1. Name of alleged victim: \_\_\_\_\_ Male/ Female: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_  
(Please print) Race: \_\_\_\_\_ Disabled  Yes  No  
 Days absent as a result of the incident: \_\_\_\_\_

2. Name(s) of alleged offender(s) (If known):	Age	School	Is he/she a student?	Days absent due to incident (Include OSS)
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

(Please print)

## INVESTIGATION

3. Parents/legal guardians of all involved were notified after the investigation was initiated. Date \_\_\_\_\_ Method \_\_\_\_\_

4. What actions were taken to investigate this incident? (choose all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Interviewed alleged victim Date _____                 | <input type="checkbox"/> Interviewed alleged victim's parent/guardian Date _____    |
| <input type="checkbox"/> Interviewed alleged offender(s) Date _____            | <input type="checkbox"/> Interviewed alleged offender's parent/guardian Date _____  |
| <input type="checkbox"/> Interviewed witnesses Date _____                      | <input type="checkbox"/> Examined physical evidence                                 |
| <input type="checkbox"/> Witness statements collected in writing               | <input type="checkbox"/> Conducted student record review (for past incidents, etc.) |
| <input type="checkbox"/> Reviewed any medical information available            | <input type="checkbox"/> Obtained copy of police report                             |
| <input type="checkbox"/> Interviewed teachers/relevant school staff Date _____ | <input type="checkbox"/> Other (specify) _____                                      |

5. Nature of Incident: Possible reasons/alleged motives for the bullying incident (choose all that apply – be specific)

- |  |   |
|--|---|
| <input type="checkbox"/> Because of race               | <input type="checkbox"/> Because of physical appearance             |
| <input type="checkbox"/> Because of national origin    | <input type="checkbox"/> To impress others                          |
| <input type="checkbox"/> Because of marital status     | <input type="checkbox"/> Just to be mean                            |
| <input type="checkbox"/> Because of gender             | <input type="checkbox"/> Past conflicts                             |
| <input type="checkbox"/> Because of gender identity    | <input type="checkbox"/> Retaliation                                |
| <input type="checkbox"/> Because of religion           | <input type="checkbox"/> Because of another reason (specify): _____ |
| <input type="checkbox"/> Because of disability         | <input type="checkbox"/> The reason is unknown                      |
| <input type="checkbox"/> Because of imbalance of power |   |

6. Brief summary of incident: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Where has the alleged bullying/harassment occurred? \_\_\_\_\_

8. Was a clear threat involved?  Yes  No What was said \_\_\_\_\_

9. Frequency and History: Did the alleged bullying occur at regular times/occasions/places? How often? Have any incidents occurred in the past by the same person/people? Any past incidents from a different person/people?

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10. Effects of the bullying or harassment incident:

- Disrupted school environment and the educational process
- Physical Harm. Any possible permanent effects?  Yes  No
- Emotional/psychological harm or discomfort
- Absenteeism
- Damage to reputation and/or relationships
- Other (specify) \_\_\_\_\_

11. What corrective actions were taken in this case?

Unsubstantiated	Substantiated – Level III-V
<input type="checkbox"/> Parent contact	<input type="checkbox"/> Parent contact
<input type="checkbox"/> Student conference	<input type="checkbox"/> Behavior/No Contact contract
<input type="checkbox"/> Student warning	<input type="checkbox"/> Suspension from bus – How many days_____
<input type="checkbox"/> Withdrawal of privileges	<input type="checkbox"/> In-school suspension – How many days_____
<input type="checkbox"/> Detention – How many days_____	<input type="checkbox"/> Out-of-school suspension - How many days_____
<input type="checkbox"/> In-school suspension – How many days_____	<input type="checkbox"/> Referral to law enforcement
<input type="checkbox"/> Counseling: Details _____	<input type="checkbox"/> Counseling: Details _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other (specify) _____

12. What actions were taken in this case to protect the victim (**choose all that apply in both cases of substantiated and unsubstantiated incidents**)?

- Safety plan in place
- Monitoring situation
- Schedule change
- Transportation supervision
- Recommended staff the victim can go to if they feel unsafe
- No contact directive
- Additional bullying prevention education delivered
- Following-up meeting in place
- Counseling: Details \_\_\_\_\_
- Other: \_\_\_\_\_

13. Parents/legal guardians of all involved were notified that the investigation is complete. Date\_\_\_\_\_ Method\_\_\_\_\_

14. Parents informed of the investigation outcome and the actions taken to protect the victim. Date\_\_\_\_\_

Informed :  By Phone  In Parent Conference  By Letter

15. Additional pertinent information gained during investigation \_\_\_\_\_

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(Attach a separate sheet if necessary)

16. Physical evidence collected: \_\_\_\_\_

(Attach a separate sheet if necessary)

**This allegation is:**                      **Substantiated**                       **Unsubstantiated**

17. Entered into district discipline system:  Yes  No

Substantiated
Unsubstantiated

BUL – Bullying or HAR – Harassment
UBL – Unsubstantiated Bullying or UHR – Unsubstantiated Harassment

**If unsubstantiated as bullying and/or harassment, what was the infraction? (Examples: Disrespect, Misconduct, Altercation, Intimidation/Threats, Verbal Confrontation, Unauthorized Use of Technology, Other)\_\_\_\_\_**

**Investigator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*Attach copies of supporting documentation (Bullying/Harassment Report Form, Witness Statement Form, all interview notes, and any physical evidence for your records. Send a copy of this form to Student Services)\*\*