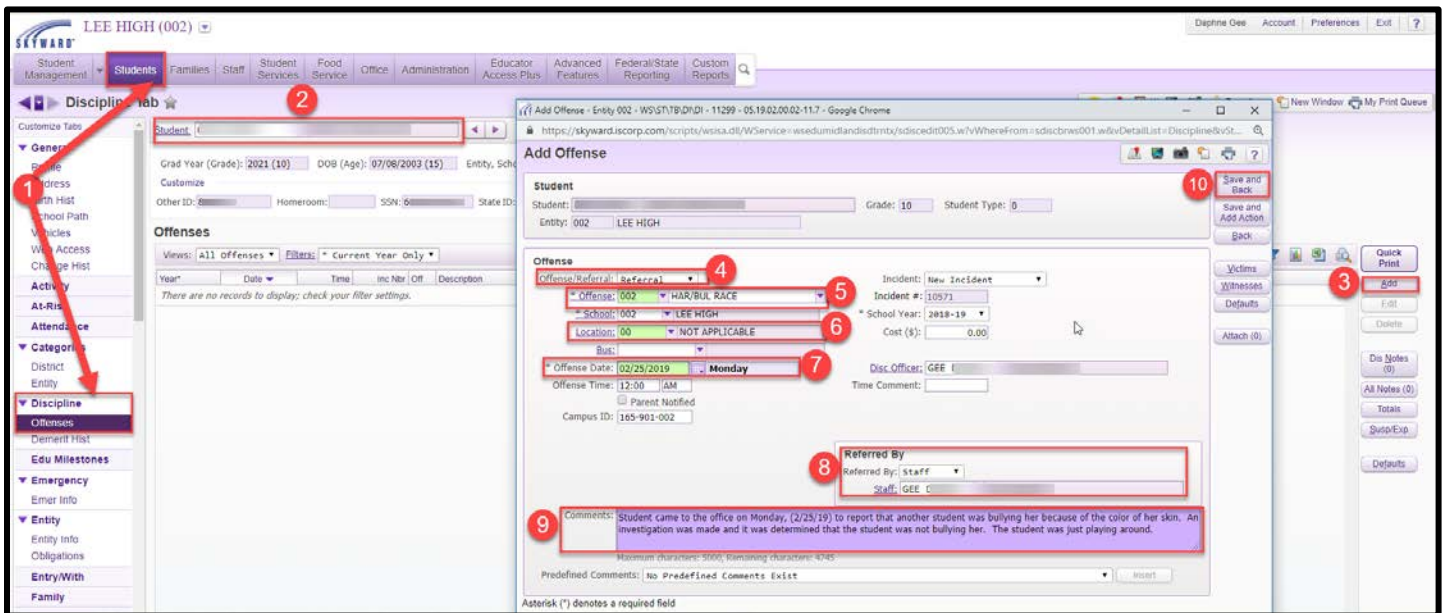


INSTRUCTIONS FOR ENTERING BULLYING/HARASSMENT  
DATA INTO SKYWARD  
(REQUIRED FOR OCR REPORTING)

All reports/allegations of bullying/harassment on the basis of: **sex; race, color, or national origin; disability; sexual orientation; or religion**, regardless of the outcome, must be keyed into Skyward to ensure the data is reported to the Office for Civil Rights (OCR). An allegation is a claim or assertion that someone has done something wrong or illegal, typically made without proof.

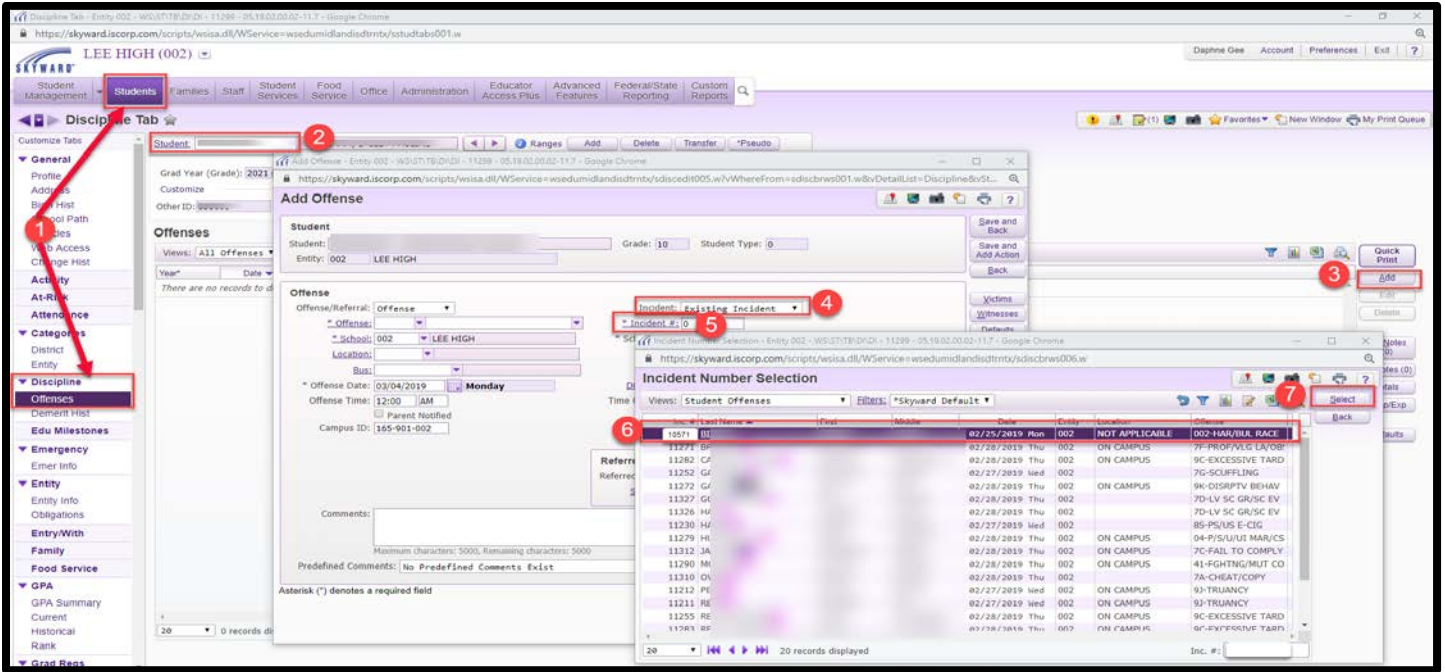
- A. ALLEGATION WITH OUTCOME AS NOT BULLYING/HARASSMENT WITH ONE STUDENT** – The steps below explain how to enter a bullying/harassing allegation where the outcome was found as *not bullying/harassing*. The numbers on the screenshot(s) correspond to the numbered steps in the instructions. **This referral is keyed (tied) to the person making the allegation of being bullied/harassed (e.g. victim, accuser), not the person being accused of doing the bullying/harassing.**



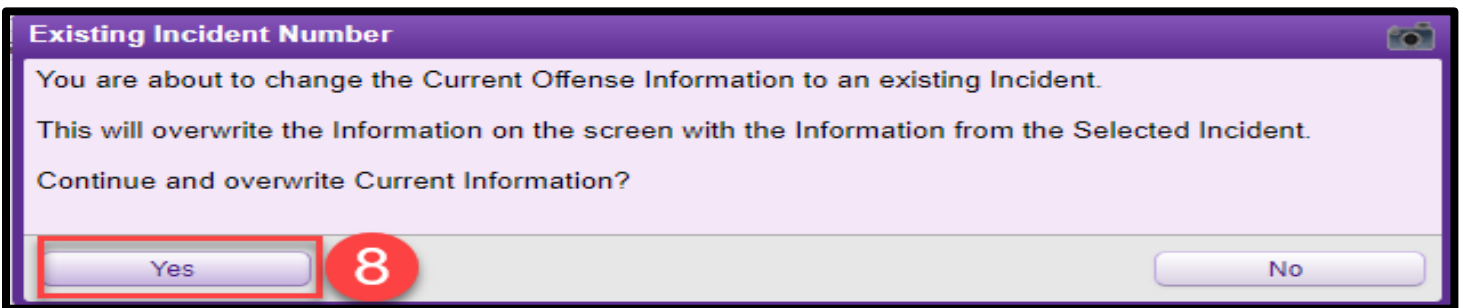
1. Go to Students>Student Profile>Discipline>Offenses.
2. Enter the student id or namekey of the student **making the allegation**, and select the student.
3. Click the “Add” button to add the bullying/harassing referral.
4. At “Offense/Referral,” click the drop down arrow and select **“Referral.”**
5. In the “Offense” field, enter the bullying/harassing offense code that describes the basis for the report.
  - 001-HAR/BUL GENDR (Harass/Bully on Sex)
  - 002-HAR/BUL RACE (Harass/Bully on Race, Color, or National Origin)
  - 003-HAR/BUL DISAB (Harass/Bully on Disability)
  - 004-HAR/BUL SEX ORN (Harass/Bully on Sexual Orientation)
  - 005-HAR/BUL RELIG (Harass/Bully on Religion)
  - 006-HAR/BUL OTHER (Harass/Bully on Other – not listed above)
6. In the “Location” field, enter “00.”
7. In the “Offense Date” field, enter the date the student came in to report the incident.
8. In the “Referred By” area, enter the data as appropriate.
9. In the “Comments” area, enter detailed comments **excluding** any information that can identify the accused student (e.g. name).
10. Click the “Save and Back” button. The record will be added.

**INSTRUCTIONS FOR ENTERING BULLYING/HARASSMENT  
DATA INTO SKYWARD  
(REQUIRED FOR OCR REPORTING)**

**B. ALLEGATION WITH OUTCOME AS NOT BULLYING/HARASSMENT WITH MULTIPLE STUDENTS** – If more than one student is making an allegation for the same incident, the referrals must be tied together using the same incident number. The steps below explain how to connect the incidents together where the outcome was found as not bullying/harassing. The numbers on the screenshot(s) correspond to the numbered steps in the instructions.

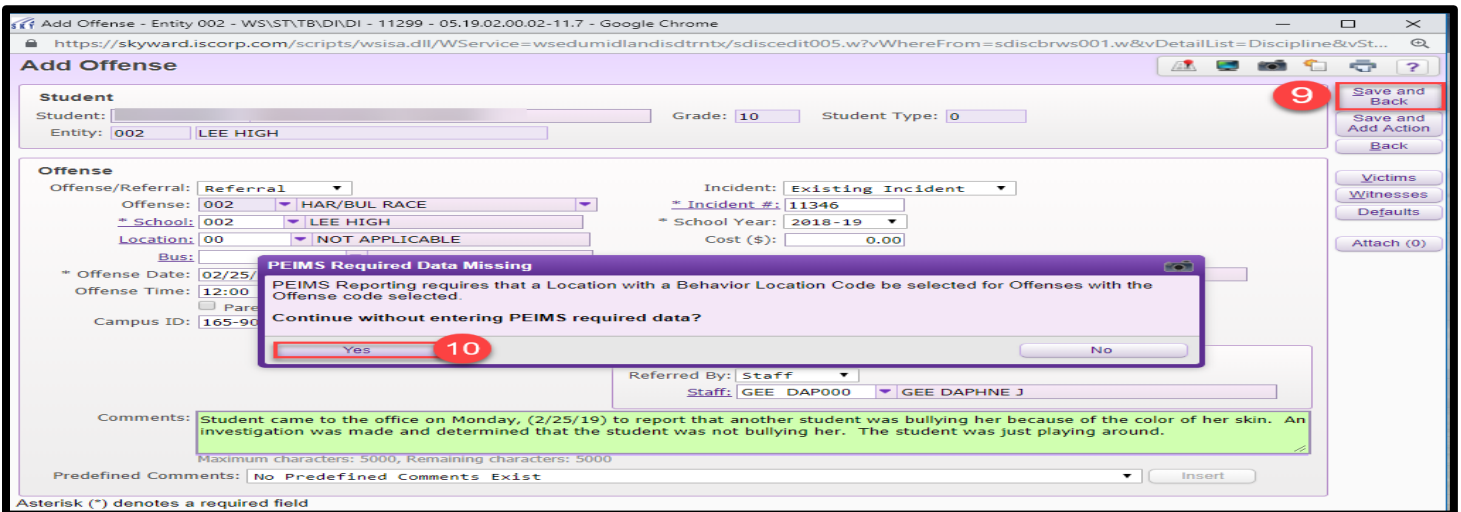


1. Go to Students>Student Profile>Discipline>Offenses.
2. Enter the student id or namekey of the student that needs to be tied to the other student making the allegation, and select the student.
3. Click the “Add” button to add the bullying/harassing referral.
4. In the “Incident” field, select “Existing Incident” from the drop down.
5. Click the “Incident #” link to bring up a list of incidents.
6. Search for the student who you need to tie this record to.
7. Click the “Select” button to retrieve that record.
8. The message shown below will appear. Click the “Yes” button to overwrite the information on the screen with the information from the selected incident.



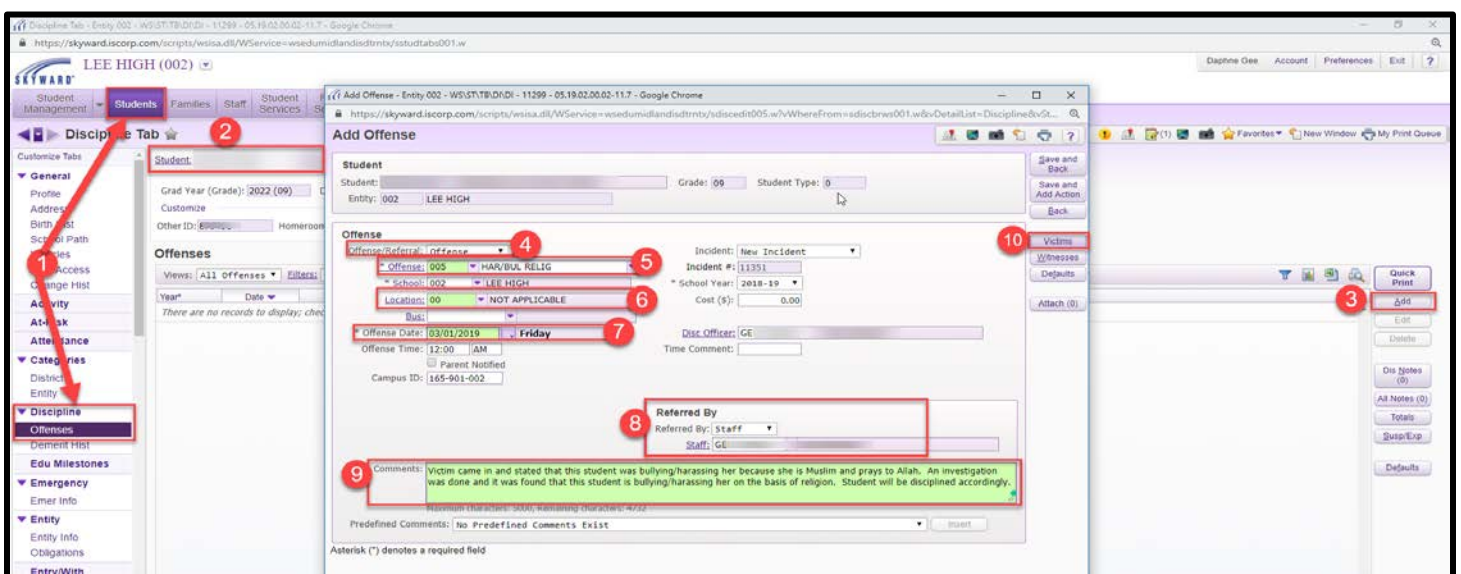
**INSTRUCTIONS FOR ENTERING BULLYING/HARASSMENT  
DATA INTO SKYWARD  
(REQUIRED FOR OCR REPORTING)**

9. Click the “Save and Back” button to save the record.
10. If the message “Continue without entering PEIMS required data?” appears, click the “Yes” button to continue and save the record.



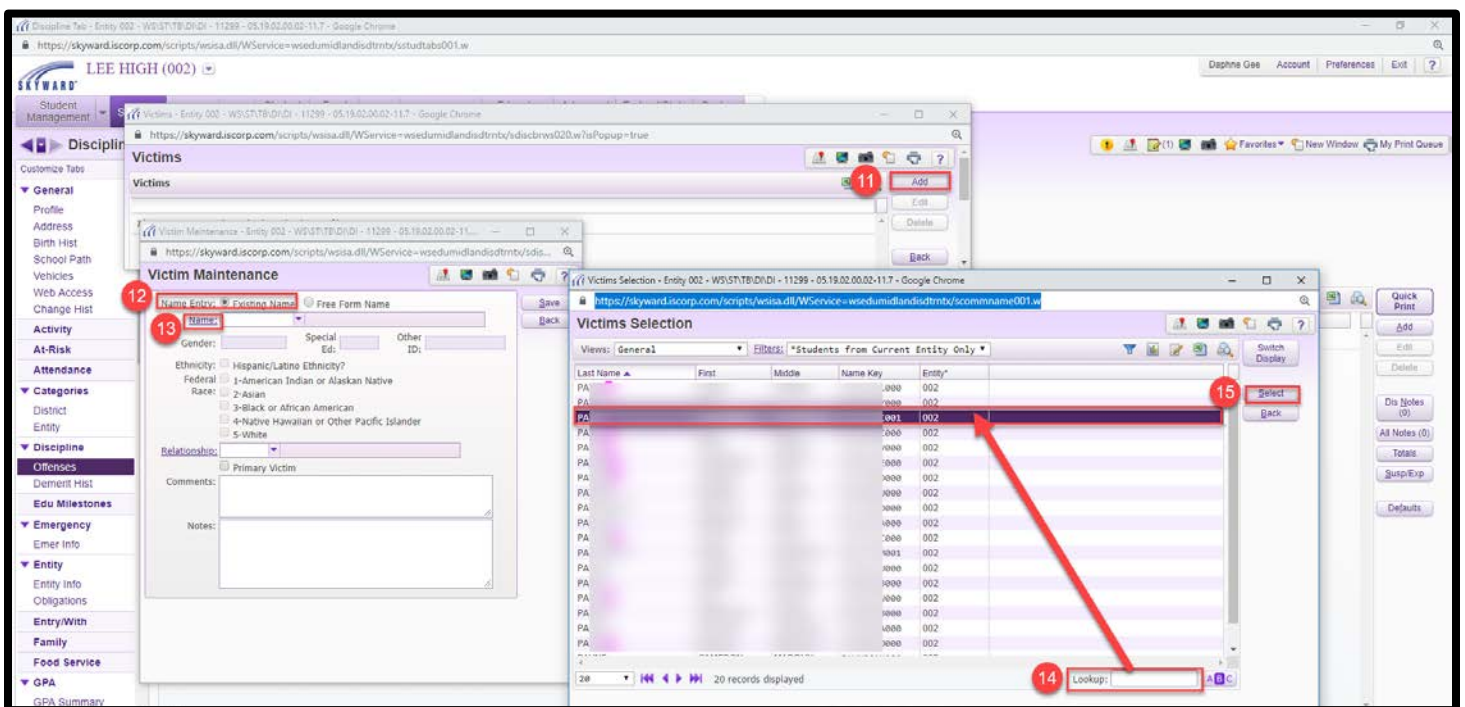
- C. ALLEGATION WITH OUTCOME AS BULLYING/HARASSMENT WITH ONE STUDENT** – The steps below explain how to enter a bullying/harassment allegation where the outcome was found *as bullying/harassing*. **This offense is keyed (tied) to the person being accused and found guilty of bullying/harassing, not the person making the allegation of being bullied/harassed (e.g. victim, accuser).** The numbers on the screenshot(s) correspond to the numbered steps in the instructions.

**Please note, if multiple students are involved in the same incident and are found to be bullying/harassing, all students must be tied together by the incident number. Follow the steps below to create the incident for the first student. Then refer to section B above for guidance on entering subsequent students.**



**INSTRUCTIONS FOR ENTERING BULLYING/HARASSMENT  
DATA INTO SKYWARD  
(REQUIRED FOR OCR REPORTING)**

1. Go to Students>Student Profile>Discipline>Offenses.
2. Enter the student id or namekey of the **student being accused and found guilty of bullying/harassing**, and select the student.
3. Click the “Add” button to add the bullying/harassing offense.
4. At “Offense/Referral,” click the drop down arrow and select **“Offense.”**
5. In the “Offense” field, enter the bullying/harassing offense code that describes the basis for the report.
  - 001-HAR/BUL GENDR (Harass/Bully on Sex)
  - 002-HAR/BUL RACE (Harass/Bully on Race, Color, or National Origin)
  - 003-HAR/BUL DISAB (Harass/Bully on Disability)
  - 004-HAR/BUL SEX ORN (Harass/Bully on Sexual Orientation)
  - 005-HAR/BUL RELIG (Harass/Bully on Religion)
  - 006-HAR/BUL OTHER (Harass/Bully on Other – not listed above)
6. In the “Location” field, enter “00.”
7. In the “Offense Date” field, enter the date as appropriate.
8. In the “Referred By” area, enter the data as appropriate.
9. In the “Comments” area, enter detailed comments **excluding** any information that can identify the student (e.g. name) making the report/allegation.
10. Click the “Victims” button to enter information regarding the victim(s).



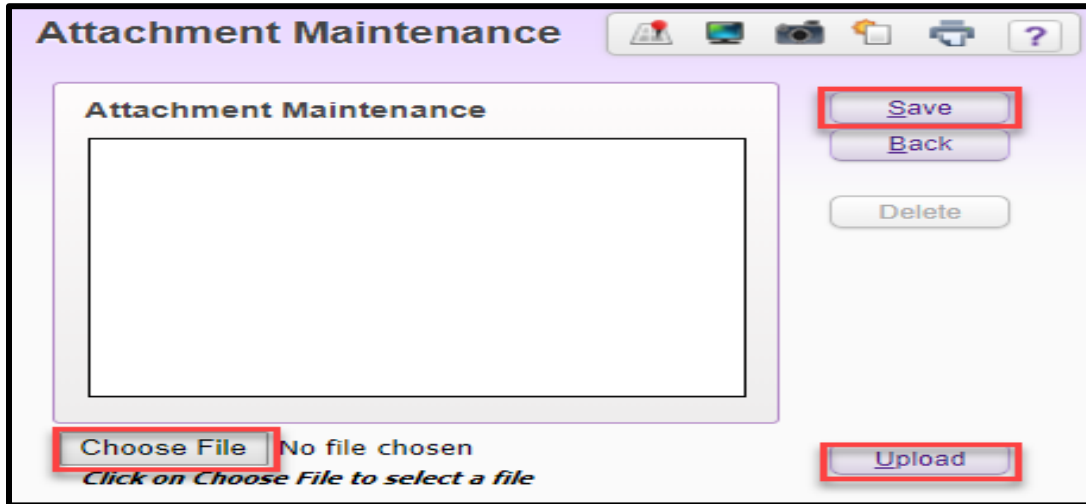
11. A new window appears. Click the “Add” button.
12. On the Victim Maintenance page, select “Existing Name” in the “Name Entry” field.
13. Click the “Name” link to bring up a list of victims.
14. In the Lookup field, search for the student (victim) who reported the bullying/harassment.
15. Click “Select” to retrieve that record.

**INSTRUCTIONS FOR ENTERING BULLYING/HARASSMENT  
DATA INTO SKYWARD  
(REQUIRED FOR OCR REPORTING)**

16. The name now appears in the “Victim Maintenance” screen.
17. The demographic data (Gender, Special Ed, Other ID, Ethnicity, and Federal Race) will automatically populate based on the data already existing in the student database.
18. Leave the “Relationship” field blank.
19. Select “Primary Victim” if appropriate. Note: There can only be one primary victim.
20. In the “Comments” field, enter data as appropriate.
21. In the “Notes” field, enter data as appropriate (e.g. notes from the investigation).
22. Click “Save.” The victim information will be added. **Add additional names if there are multiple victims.**

INSTRUCTIONS FOR ENTERING BULLYING/HARASSMENT  
DATA INTO SKYWARD  
(REQUIRED FOR OCR REPORTING)

23. Click the "Back" button.
24. Click the "Witnesses" button if there are witnesses involved. These are entered in the same manner as victims.
25. Click the "Attach" button to upload supporting documentation if needed. Choose the file, click the upload button, then click save.



26. Click the "Save and Add Action" button.

Add Action Summary - Entity 002 - WS\ST\TB\DI\DI - 11299 - 05.19.02.00.02-11.7 - Google Chrome

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedumidlandisdtrnbs/sdiscedit007.w?vsubmitpage=yes

### Add Action Summary

**Student**

Student:   
Entity: 002 | LEE HIGH

**Action Summary**

\* Action: 07 | DAEP PLACEMENT 27 Action Status: Open

Suspension Type: IAES | School: 002 | LEE HIGH

\* Ordered Date: 03/06/2019 | Wednesday 28

Return Date: 03/20/2019 | Wednesday 29

Total Time: 5.00 Days 30 Days Served: 0.00

Parent Notified | Follow Up Officer: GE  
Authorized By: GE

**31** Comments: Student was found to be bullying another student. He will be placed in DAEP for 5 days.  
Maximum characters: 5000, Remaining characters: 4912

Predefined Comments: No Predefined Comments Exist | Insert

Create Action Detail Records From The Action Detail Default Values You Have Saved?

Only Create Detail Records for School Days

\* Detail Start Date: 03/06/2019 | Wednesday | Action Detail Location:

\* Detail End Date: 03/19/2019 | Tuesday

**Action Details**

	Date to Serve	Time	Status	Length (Days)	Time Served	Location	Parent Notified
Edit	03/06/2019	10:45 AM	Open	1.00	0.00		No
Edit	03/07/2019	10:45 AM	Open	1.00	0.00		No
Edit	03/08/2019	10:45 AM	Open	1.00	0.00		No
Edit	03/18/2019	10:45 AM	Open	1.00	0.00		No
Edit	03/19/2019	10:45 AM	Open	1.00	0.00		No

Asterisk (\*) denotes a required field

INSTRUCTIONS FOR ENTERING BULLYING/HARASSMENT  
DATA INTO SKYWARD  
(REQUIRED FOR OCR REPORTING)

27. In the "Action" field, enter the action code that describes the action taken (e.g. 07-DAEP Placement).
28. In the "Ordered Date" field, enter the date the action was taken.
29. In the "Return Date" field, enter the date the student will return to class. This is needed if the action taken requires the student to be removed from his/her regular setting (class).
30. In the "Total Time" field, enter the number of days the student will be assigned. This is required when the action taken requires the student to be removed from his/her regular setting (class). **Note: Be sure and update the "Days Served" field to indicate the days served once the student has served his/her time. Otherwise, the record will cause a PEIMS fatal error.**
31. Enter the remaining fields as appropriate.
32. Click the "Save" button.