



Lisbon Exempted Village Schools

Harassment/Bullying Investigation

VICTIM NAME:

DATE: / /

Witness Statement Report

Name:	Date:
Phone:	Circle one: Student Parent Staff Other

Written Witness Testimony

Please be specific about the types of harassment, the frequency of their occurrence, and the actions of each alleged offender.

Report submitted by: _____ Signature: _____ Date: _____



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VICTIM NAME:
DATE: / /

Victim Intervention Report

<u>Narrative Description of Incident:</u>	<u>Victim Intervention Options</u> ☐ Provide adult supervision during recess, lunch times, bathroom breaks, and hallway passage ☐ Maintain contact with parents/guardians of all involved parties ☐ Provide counseling if needed ☐ Inform school personnel and instruct them to monitor parties involved ☐ Follow up with victim to ensure no further incidents ☐ Check- ins with School Counselor to monitor situation
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STANDARD INTERVENTION SEQUENCE	
Action	Date
Parent/guardian notified of incident	
Parent/guardian notified of corrective actions	
Conflict mediation if applicable	
Student and/or parent/guardian follow-up	
Situation monitored	<i>ongoing</i>

ADVANCED INTERVENTION OPTIONS
If necessary, law enforcement or Children Protective Services may be involved. A false report may result in discipline.

<u>Narrative Description of Intervention Strategies</u>

Signing below indicates the parent/guardian of a student has been informed of a harassment incident report, has been made aware of the school's response to the situation, and has been given clear instructions regarding steps to take should the harassment behavior persist.

Parent/Guardian Printed Name _____ Signature _____ Date _____

Investigator Printed Name _____ Signature _____ Date _____



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DATE: / /

Offender Response Report

Narrative Description of Incident:

Intervention Measures

- ☐ Parent contact
- ☐ No action required- false allegation
- ☐ Cease and Desist Order
- ☐ Electronic Communication Order
- ☐ Student Warning
- ☐ Letter of Apology
- ☐ Counseling
- ☐ Parent conference
- ☐ Detention
- ☐ In- School Suspension
- ☐ Out-of School Suspension/Expulsion
- ☐ Police Involvement
- ☐ Children Services Involvement
- ☐ Other (specify): _____

STANDARD INTERVENTION SEQUENCE

Action	Date
Parent/guardian notified of incident	
Parent/guardian notified of corrective actions	
Conflict mediation if applicable	
Student and/or parent/guardian follow-up	
Situation monitored	<i>ongoing</i>

Narrative Description of Intervention Measures

Signing below indicates the parent/guardian of a student has been informed of a harassment incident report, has been made aware of the school's response to the situation, and has been given clear instructions regarding steps to take should the harassment behavior persist.

Parent/Guardian Printed Name _____ Signature _____ Date _____

Investigator Printed Name _____ Signature _____ Date _____



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Harassment Order to Cease and Desist

_____ (Offender Name) is required to cease and desist all behaviors against the following student(s): _____

Definition of Harassment

Harassment, intimidation or bullying means any:

- Intentional written, verbal, graphic or physical act that a student or group of students exhibited toward other particular student more than once; and the behavior both
- Causes mental or physical harm to the other student; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

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The Ohio State Board Model includes the following:

- Electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:
- Causes mental or physical harm to the other student/school personnel; and
- Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

Example Behaviors

Verbal Aggression- name calling, mocking, teasing, intimidating phone calls, spreading rumors, threats, etc.

Intimidation- getting in someone's face, taking things, demanding money or items, hazing, etc.

Emotional- excluding, tormenting, threatening gestures, ridicule, staring, etc.

Physical Aggression- pushing, kicking, punching, slapping, tripping, pinching, spitting, etc.

Sexual- touching, dirty jokes, flirting, asking out on dates after being told no, etc.

Racial- comments or nicknames based upon physical, behavioral, or cultural differences

Written- threatening or inappropriate notes or drawings

Electronic- threatening/intimidating social media comments, messages, posts, images, texts, emails, etc.

Signatures

I _____ understand that I am signing this in agreement to cease and desist all harassment behaviors against named student(s) and if I continue that I will face heightened consequences and potential police and/or Children Protective Services involvement.

Student Printed Name _____ Signature _____ Date _____

Parent/Guardian Printed Name _____ Signature _____ Date _____

Investigator Printed Name _____ Signature _____ Date _____



Lisbon Exempted Village Schools

Electronic Harassment Advisement Form

Student Name: _____

Student is: Victim Offender

Definition of Electronic Harassment

Electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

- Causes mental or physical harm to the other student/school personnel; and
- Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

Advisement Section

Social Media- deactivating your son or daughter's social media is advised to protect him or her from being the victim of harassment

Social Media- deactivating your son or daughter's social media is advised to protect him or her from being the perpetrator of harassment

It is recommended that you create a shared email account to help monitor incoming and outgoing emails for your child.

Creating an allowed contact list with your cell phone carrier is advised to protect you students from receiving text messages or phone calls from unwanted parties.

Blocking your child's text messaging is advised as your child has used text messaging to harass another student.

Other: _____

Signatures

I _____ (Parent/Guardian_ understand that I am signing this in acknowledgement that I have received that state advice from the investigator and that I am aware that these recommendations will assist the investigator in protecting my child from harassment.

Parent/Guardian Printed Name _____ Signature _____ Date _____

Student Printed Name _____ Signature _____ Date _____

Investigator Printed Name _____ Signature _____ Date _____