



INCIDENT REPORT FORM

- Student referral
- Staff referral
- Parent referral

Nature of Complaint: _____ Bullying _____ Harassment or Violence _____ Hazing

If applicable, circle basis of alleged harassment or violence:

race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability

Complainant: _____

Home address: _____

Home phone: _____ Work phone: _____

Date of alleged incident(s): _____

Name of person you believe harassed, was violent toward, bullied or hazed you or another person or group of persons:

If the alleged harassment, violence, bullying or hazing was toward another person or group of persons, identify that person or the individuals in that group _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used, any verbal statements (i.e., threats, requests, demands, etc.), what, if any, physical contact was involved, etc. (*Attach additional pages if necessary*): _____

Where and when did the incident(s) occur? _____

List any witnesses to the incident(s): _____

This complaint is filed based on my honest belief that _____ has occurred toward me or to another person or group of persons. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Complainant signature _____

Date _____

Received by _____

Date _____

General statement of policy prohibiting religious, racial or sexual harassment:

Columbia Heights Public School District maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

General statement of policy prohibiting bullying:

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions or in electronic form otherwise known as cyber-bullying. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

"Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or group of students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or group of students that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student or a group of students;
2. damaging a student's or a group of students' property;
3. placing a student or a group of students in reasonable fear of harm to person or property;
4. creating a hostile educational environment for a student. or a group of students;
5. intimidating a student or a group of students; or
6. subjecting a student to ridicule, embarrassment or social isolation.

General statement of policy prohibiting hazing:

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

"Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.