

Forms – Bullying and/or Harassment Report (Administrators)

Schools are required to take action if students report they are being bullied. Bullying and/or Harassment reports are required whenever a student has been deemed as violating the bullying/harassment policies.

School Administrator – Creates and submits the Bullying and/or Harassment Report to the District.

The District – Reviews the Bullying and/or Harassment Report and determines if additional action or follow-up is needed.

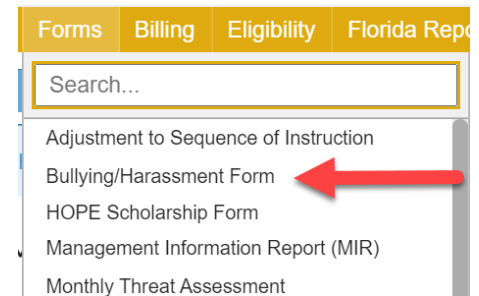
Make sure you are logged in under the correct school.

As per school board policy, investigations must be completed within 10 days of start date. Investigation End Date to remain blank until investigation is complete and ready to submit to District Administration.

All Bullying and/or Harassment Reports are to be submitted to the District for review.

Accessing Bullying/Harassment Form

1. Click the Forms tab.
2. Select Bullying/Harassment Form.
3. A blank Bullying/Harassment report form will display.



Creating a Bully/Harassment Report

From the bullying/harassment report screen:

1. Enter the Person Reporting the Complaint.
2. Select the Investigation Start Date.
3. Select the Investigation End Date.
Note: The investigation end date should remain blank until the investigation is complete and ready to submit to District Administration.
4. Complete the Alleged Victims, Individuals who participated, witnesses and description of the incident.

Adding victims, participants, and witnesses:

Add a Student –

- a. Select the student(s).
- b. Once you select the student, the birthdate, age, and grade fields will default.
- c. Select the Parent Notified.

Note: The parent notified drop down is populated with contacts assigned the legal custody flag under addresses and contacts.

- d. Repeat as needed.

Note: If the incident involves students from different schools, the school with the alleged bully would complete the investigation.

Add an Unknown Student –

- a. Select 000000 UNKNOWN if the individual cannot be identified.
5. Proceed with completing all applicable sections of the Bully/Harassment Report form. Required fields are highlighted in red. All other fields are optional and not required.

Forms – Bullying and/or Harassment Report (Administrators)

Attaching Items to the Bully/Harassment Report (i.e. witness statements)

If needed, upload a file of additional documentation at the bottom of the screen under the Misc section.

1. Click the Select button to select a file from your computer or drag a file from your computer into the file box.

Note: If you forgot to attach a file to your bully/harassment report, you can pull up the submitted report under the history tab and proceed with attaching the file. An error message will NOT display if you attempt to submit a form without uploading a file.

2. If desired, enter a comment in the text box and Click Post.

Saving a Bully/Harassment Report without Submitting

You can save the bully/harassment report without submitting to District. For example, if there is additional information that needs to be gathered and included in the Incident Report.

1. Click the green Save Draft button.



2. The screen will spin and eventually stop which indicates that the form has saved. There is no message that displays.
3. The bully/harassment report will be saved under Drafts tab with current date as the title.

Title	
07/25/2019	View
01/16/2020	View
08/09/2020	View
08/09/2020	View

Forms – Bullying and/or Harassment Report (Administrators)

Editing a Saved Bully/Harassment Report

Your saved bully/harassment report will appear under the Drafts tab with the saved date as the title.

1. Click the Drafts tab.
2. Locate the Bully/Harassment Report.
3. Click the View button to the right of the bully/harassment report.
4. The bully/harassment report will display in the middle of the screen.
5. Edit as needed.

Note: Only saved bully/harassment report can be deleted. Click the red minus sign to delete the Incident Report.

Form Drafts Mass Print History		
	Title	
[-]	07/25/2019	View
[-]	01/16/2020	View
[-]	08/09/2020	View
[-]	08/09/2020	View

Submitting a Bully/Harassment Report

Once the bully/harassment report form is completed, you will need to submit it to Student Relations (District) for review.

1. Click the blue Submit Request button at the top or bottom of the form.

Start New Draft or Save Draft or Submit Request

Note: If required fields have not been completed, a message will display and the bully/harassment report will not be submitted until the information is entered.

The form contains errors, please fix areas in red.

Once the bully/harassment report has been successfully submitted, the submitted successful message will display and an email notification will be sent to the Director of Student Relations.

Your form has been submitted.

Print Start New Request

Printing an Bully/Harassment Report

Once you submit a bully/harassment report, you can print a copy as needed. For example, alternative packets, legal purposes, etc.

From the confirmation screen:

1. Click the print button.

Your form has been submitted.

Print Start New Request

Forms – Bullying and/or Harassment Report (Administrators)

Viewing a Submitted Bully/Harassment Report

To View a list of bully/harassment report you have submitted:

1. Click the History tab on the bully/harassment report screen.

The screenshot shows the 'History' tab selected in the top navigation bar. Below the tabs, there is a 'Show All' checkbox and a table of records. The table has columns for InstanceID, RequestTitle, ApprovalStatus, and several student fields (student5, student6, student4, student2, student1, student3), along with a 'school' column. Three records are visible, with the first two being 'Approved' and the third 'Denied'.

InstanceID	RequestTitle	ApprovalStatus	student5	student6	student4	student2	student1	student3	school
1668	07/30/2019	Approved							Palmetto Ridge Hi
1691	08/08/2019	Approved							Golden Gate Midd
1692	08/08/2019	Denied							Beacon High Scho

Editing / Deleting a Submitted Bully/Harassment Report

Notify Rachel Dawes (dawesra@collierschools.com) of any bully/harassment report which may have been created in error. Administrators cannot delete bully/harassment report once submitted.

Starting a New Bully/Harassment Report

From the Form tab:

1. Click the Start a New Request button.
2. A blank bully/harassment report form will display.

The screenshot shows the 'Form' tab selected. A large message 'Your form has been submitted.' is displayed. Below the message are two buttons: 'Print' and 'Start New Request'. A red arrow points to the 'Start New Request' button.

OR

The screenshot shows the bottom navigation bar with three buttons: 'Start New Draft' (red), 'Save Draft' (green), and 'Submit Request' (blue). A red arrow points to the 'Start New Draft' button.

Note: To discard the form and start a new draft, click Start New Draft at the top or bottom of the screen. Any information you entered will be discarded and a new, blank form is displayed.