

EQUAL EDUCATIONAL OPPORTUNITIES

FILE: JB

TITLE: Nondiscriminatory Admission of Students

POLICY:

The School Board of Orange County, Florida ("Board") shall admit students to district schools and programs without regard to race, color, religion, age, sex, national origin, marital status, disability, sexual orientation, genetic information, gender identity or expression, language spoken, homelessness, or any other reason prohibited by law.

SPECIFIC AUTHORITY:

Sections 760.01; 1000.05; 1001.41; 1001.43; 1002.20; and 1003.21, Florida Statutes

20 U.S.C. Sections 1681-1688, as amended

42 U.S.C. Sections 2000d, as amended

42 U.S.C. Section 12132, as amended

TITLE: Nondiscrimination/Respect for the Individual

POLICY:

All students attending school in the Orange County Public Schools ("OCPS") district shall be treated according to a unitary code which applies equally, regardless of race, color, religion, age, sex, national origin, marital status, disability, sexual orientation, genetic information, gender identity or expression, language spoken, homelessness, or any other reason prohibited by law.

- (1) All activities, curricular and extracurricular, which are sponsored by OCPS shall evidence respect for the individual student. Every reasonable attempt shall be made to ensure that activities do not disparage or offend any student because of race, color, religion, age, sex, national origin, marital status, disability, sexual orientation, gender identity or expression, genetic information, language spoken, homelessness, or any other reason prohibited by law. It is the responsibility of the school principal to monitor all school activities for compliance with this policy.
- (2) The Superintendent shall designate an OCPS Equity Officer who shall serve as the contact person in matters pertaining to this policy. The name, address, and phone number of the OCPS Equity Officer shall appear in conjunction with all notices of nondiscrimination policies.
- (3) The Superintendent shall provide a notice of nondiscrimination at each site on a bulletin board which is available to students, employees, applicants and the general public. The notice shall also be included in applicable

OCPS publications and shall include the name, address and phone number of the OCPS Equity Officer.

SPECIFIC AUTHORITY: Sections 760.01; 1000.05; 1001.41; 1001.43; 1002.20; 1003.21; and 1012.23, Florida Statutes
20 U.S.C. Sections 1681-1688, as amended
42 U.S.C. Sections 2000d, as amended
42 U.S.C. Section 12132, as amended

TITLE: Title IX Sex Discrimination Grievance/Complaint Procedures

POLICY:

- (1) Definitions. For the purposes of this portion of this policy, the following definitions shall apply:
- (a) “Sex discrimination” means treating a student or employee unfavorably because of that student’s or employee’s sex, which can include discrimination because of gender identity, transgender status, and sexual orientation.
 - (b) “Harassment” means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or employee that:
 - (i) Places a student or employee in reasonable fear of harm to his or her person or damage to his or her property;
 - (ii) Has the effect of interfering with a student’s educational performance, opportunities, or benefits; and/or
 - (iii) Has the effect of disrupting the orderly operation of a school or work location.
 - (c) “Sexual harassment” consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature when such conduct interferes with a student’s academic performance or creates an intimidating, hostile, or offensive environment for any student or employee. Sexual harassment as defined herein may include, but is not limited to, the following:
 - (i) Verbal harassment or abuse;
 - (ii) Pressure for sexual activity;
 - (iii) Repeated remarks to a person with sexual or demeaning implications;
 - (iv) Unwelcome or inappropriate touching; and/or

- (v) Suggesting or demanding sexual involvement accompanied by implied or explicit threats.
 - (d) “Sex discrimination,” “Harassment,” and “Sexual harassment” shall be hereinafter collectively referred to as “Discrimination” for the purposes of this policy.
- (2) Any student or employee who believes that he or she has been the victim of Discrimination based upon any factor identified above, may, and is encouraged to, file an OCPS Educational Equity Grievance/Complaint Form (“Complaint Form”) with the OCPS Title IX Officer or any OCPS district office or school level administrator. All such complaints must be immediately forwarded to the OCPS Title IX Officer or other person who has been specifically designated to handle complaints of Discrimination.
- (3) The Superintendent may identify, upon request of a complainant, a designee for the OCPS Title IX Officer when, in his/her judgment, it is warranted. The alternate first point of contact or designee shall be the OCPS Director of Professional Standards. Should an alternate be designated to investigate a complaint, the complainant may request a review by the Superintendent.
- (4) When any OCPS district office or school level administrator learns of an alleged incident of Discrimination, OCPS is obligated to investigate. All OCPS supervisors are required to report complaints in writing on the Complaint Form to the OCPS Title IX Officer.
- (5) Procedures for reporting an act of Discrimination, including provisions that permit a person to anonymously report such an act.
- (a) At each school, the Title IX Coordinator is responsible for receiving oral or written complaints alleging violations of this policy, as with all infractions from the OCPS Code of Student Conduct.
 - (b) All OCPS employees are required to, and must, report, in writing, any allegations of Discrimination or violations of this policy to the Title IX Officer/appropriate area/district administrator.
 - (c) Any other members of the school community who have credible information that an act of Discrimination has taken place may file a report of discrimination at the school location, whether they are a victim or a witness.
 - (d) Any student who believes he/she is a victim of Discrimination, or has knowledge of any incidents involving Discrimination of students is strongly encouraged to report the incident(s) in writing to a school official. A parent/legal guardian may intervene on behalf of his/her child. Complaints should be filed as soon as possible after the alleged incident and noted on the specified OCPS reporting form, but must be filed within ten (10) school days after the alleged incident. Failure on the part of the complainant to initiate and/or follow up on the complaint within this period may result in the complaint being deemed abandoned.
 - (e) The Title IX Officer shall establish, and prominently publicize to students,

employees, volunteers, and parents/legal guardians, how a report of Discrimination may be filed and how this report will be acted upon. This notification will occur through school newsletters, pre-planning staff meetings, school announcements, OCPS Code of Student Conduct review meetings, and on the school's website. Forms will be available at each school to make a written report when student Discrimination is witnessed.

- (f) An OCPS employee, school volunteer, contractor, student, parent/legal guardian, or other person who promptly reports in good faith an act of Discrimination to the appropriate school official, and who makes this report in compliance with the procedures set forth in this 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 Discrimination will not affect the complainant's or reporter's future employment, grades, learning or working environment, or work assignments.
 - (g) Administrators/principals/designees shall document in writing and/or via the discipline data system all complaints regarding Discrimination, as with all infractions of the OCPS Code of Student Conduct, to ensure that problems are appropriately addressed in a timely manner, whether the report is made verbally or in writing.
 - (h) Anonymous reports may be made utilizing The Speakout Hotline. The Speakout Hotline is promoted to schools at the district level and, in return, each school will publicize The Speakout Hotline through public service announcements and/or other promotional materials. Reports made to this anonymous hotline are immediately followed up on and written copies of this anonymous report will be sent to the Title IX Officer for follow-up. Formal disciplinary action may not be based solely on the basis of an anonymous report.
- (6) Procedures for the prompt investigation of a report of Discrimination and the persons responsible for the investigation.
- (a) The investigation of a reported act of Discrimination is deemed to be a school-related activity and begins with a report of such an act.
 - (b) The procedures for investigating school-based Discrimination (student-to-student Discrimination) may include the principal/designee and is deemed to be a school-related activity. The Title IX Coordinator shall be trained by the Title IX Officer, area administrators, and a representative from Academic and Guidance Services in investigative procedures and interventions as outlined in this policy. For incidents of Discrimination which are the most serious acts of misconduct (OCPS Code of Student Conduct), the area/district level administrator will work cooperatively with the Title IX Officer as outlined in this policy.
 - (c) Incidents that require a reasonable investigation when reported to an appropriate school official shall include alleged incidents of Discrimination allegedly committed against a student while the student is en route to school aboard a school bus or at a school bus stop.

- (d) Documented interviews of the victim, alleged offender, and witnesses are conducted privately, separately, and are confidential. The victim will be interviewed first. Each individual (victim, alleged offender, and witnesses) will be interviewed separately and at no time will the alleged offender and victim be interviewed together.
- (e) The investigator shall collect and evaluate the facts including, but not limited to:
 - (i) Description of incident(s) including nature of the behavior, context in which the alleged incident(s) occurred, etc.;
 - (ii) How often the conduct occurred;
 - (iii) Whether there were past incidents or past continuing patterns of behavior;
 - (iv) The relationship between the parties involved;
 - (v) The characteristics of parties involved (i.e. grade, age, etc.);
 - (vi) The identity and number of individuals who participated in the discrimination;
 - (vii) Where the alleged incident(s) occurred;
 - (viii) Whether the conduct adversely affected the student's education or educational environment;
 - (ix) Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
 - (x) The date, time, and method in which the parents/legal guardians of all parties involved were contacted.
- (f) The investigator may not be the accused or the alleged victim or related to the alleged victim.
- (g) The Title IX Coordinator or appropriate area/district administrator shall begin a thorough investigation and interviews with the complainant(s), the accused, and witnesses within twenty-four (24) hours or no more than two (2) school days of receiving a notification of complaint. If an incident takes place outside of school in course of a school related activity the incident will be reported within twenty-four (24) hours or no more than two (2) schools days once the students return to school. OPCS is responsible for responding to complaints of which it has notice even if notice is not received within the aforementioned time frame. The Title IX Coordinator will provide immediate notification to the parents/legal guardians of both the victim and the alleged offender of an act of Discrimination.

- (h) During the investigation, the Title IX Coordinator or appropriate area/district administrator may take any action necessary to protect the complainant, other students, or OCPS employees consistent with the requirements of applicable regulations and statutes.
- (i) In general, student complainants will continue attendance at the same school and pursue their studies as directed while the investigation is conducted and the complaint is pending resolution. Any legal order of a court will prevail and/or state and federal laws.
- (j) When necessary to carry out the investigation or for other good reasons and consistent with federal and state privacy laws, the Title IX Coordinator or appropriate area/district administrator also may discuss the complaint with any OCPS employee, the parent/legal guardian of the complainant or accused, and/or child protective agencies responsible for investigating child abuse.
- (k) During the investigation where an OCPS employee is the accused, the Title IX Officer will make contact with the designee of OCPS Professional Standards who may recommend any action necessary to protect the complainant, other students, or OCPS employees, consistent with the requirements of applicable statutes, State Board of Education Rules, Board policies, and collective bargaining agreements.
- (l) Within ten (10) school days of the filing of the complaint, there shall be a written decision by the Title IX Coordinator or appropriate area/district administrator regarding the completion of the investigation. The Title IX Coordinator shall make a decision about the validity of the allegations in the complaint and about any corrective action, if applicable.
- (m) The Title IX Coordinator or appropriate area/district administrator will inform all relevant parties in writing of the decision and the right to appeal. A copy of the decision will be sent to the originating school and be noted in all relevant data tracking systems including, but not limited to the SESIR and the Statewide Report on School Safety and Discipline Data system.
- (n) If the accused is an OCPS employee, discipline may be taken, consistent with any applicable collective bargaining agreement provisions, to resolve a complaint of discrimination (Employee Disciplinary Guidelines). The supervisor/designee (e.g., Title IX Coordinator for OCPS employees) of the employee shall discuss the determination and any recommended corrective action with OCPS Professional Standards and/or the appropriate area/district supervisor.
- (o) No retaliation of any kind is permitted in connection with an individual's having made a Discrimination complaint and if it occurs, it shall be deemed an additional act of Discrimination as stated herein this policy.
- (p) A process to investigate whether a reported act of Discrimination is within the scope of OCPS and, if not, a process for referral of such an act shall be made to the appropriate jurisdiction. OCPS has an independent

obligation under Title IX to address allegations of sexual harassment regardless of police involvement and/or pending criminal matters.

- (q) Each Title IX Coordinator will receive training in bullying investigation.
 - (r) The Title IX Coordinator will determine whether the act of Discrimination is within the scope of investigation for OCPS.
 - i. The team decision making approach may be utilized in this process and consultation with the appropriate area/district administrator or Title IX Officer may be used in this determination.
 - ii. If it is determined that it is within the scope of investigation for OCPS, the procedures outlined for investigating the Discrimination contained herein shall be followed.
 - iii. If it is determined that it is outside the scope of investigation for OCPS and if it is determined that it is a criminal act, the matter shall be referred to the appropriate law enforcement agency.
 - iv. If it is determined that it is outside the scope of investigation for OCPS and if it is determined that it is not a criminal act, all parents/legal guardians of each student involved will be informed.
- (7) Procedures for providing immediate notification to the parents/legal guardians of a victim of Discrimination and the parents/legal guardians of the offender of an act of Discrimination, as well as notification to all local agencies where criminal charges may be pursued against the offender.
- (a) The Title IX Coordinator who will conduct the investigation will receive training on investigative procedures regarding Discrimination. The required training will include that the Title IX Coordinator shall promptly report by telephone, personal conference, and/or in writing by first class mail the occurrence of any incident of Discrimination defined by this policy to the parent/legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
 - (b) The required training for the Title IX Coordinator will include information regarding the procedures to follow if the Discrimination incident results in the offender being charged with a crime. The Title IX Coordinator shall promptly report by telephone, personal conference, and/or in writing by first class mail the occurrence of any incident of Discrimination as defined by this policy to the parent/legal guardian of the victim(s) involved in the discrimination incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532 which provides "...a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.").

- (c) The required training for the Title IX Coordinator will include information that once the investigation has been completed and it has been determined that criminal charges may be pursued against the offender, all appropriate local law enforcement agencies will be notified by telephone and/or in writing.
- (8) Procedures to refer victims and offenders of Discrimination for counseling.
 - (a) Each school will have a Title IX Coordinator who will attend a training which will include the protocol for intervening when Discrimination is suspected or reported. The Title IX Coordinator will disseminate to OCPS employees at the school the protocol and procedure for intervening which includes the OCPS referral process for suspected or reported Discrimination (victim and offender).
 - (b) Each school will have a Child Study Team in place. The Title IX Coordinator who attends the trainings will be a member of the Child Study Team. A parent/legal guardian may request consultation from the school's Child Study Team. A referral form to the team will be available for parents/legal guardians and school employees.
 - (c) If a level III or IV (most severe) Discrimination discipline report is made, the Title IX Coordinator may refer the student(s) (victim(s) or offender(s)) to The Child Study Team for additional determination of counseling support and interventions. Parent/legal guardian involvement is required at this point. In utilizing the team approach, The Child Study Team identifies and accesses appropriate support services for students who have received most severe disciplinary referrals. The services recommended for the students are not to replace disciplinary action but will offer family and individual support regarding appropriate therapeutic interventions.
- (9) Procedures for including incidents of Discrimination in the school's report of data concerning school safety and discipline data required under Section 1006.09(6), Florida Statutes.
 - (a) The report must include each incident of Discrimination and the resulting consequences, including discipline and referrals. The report must include, in a separate section, each reported incident of Discrimination that does not meet the criteria of a prohibited act under this section with recommendations regarding such incidents:
 - (b) Discrimination offenses will be reported in SESIR with the appropriate code.
 - (c) Discipline, referral data, investigations, interventions, and actions of discipline will be recorded on the discipline data form(s) as is applied for other discipline infractions from the OCPS Code of Student Conduct.

- (10) Procedures for providing instruction to students, parents/legal guardians, employees, school administrators, counseling staff, and school volunteers on identifying, preventing, and responding to Discrimination.
- (a) The Title IX Officer will provide a training of trainer model. The trainings will be ongoing and the delivery model will allow participants to return to their school site and train students, parents/legal guardians, employees, school administrators, counseling staff, and school volunteers on identifying, preventing, and responding to Discrimination.
 - (b) The best practices, which include individual, classroom, community/parent, and school wide efforts for Discrimination prevention, will be included in the training of trainer model.
- (11) Procedures for regularly reporting to a victim's parents/legal guardians the actions taken to protect the victim.
- (a) The Title IX Coordinator shall by telephone and/or in writing report the occurrence of any incident of Discrimination victimization as defined by this policy to the parent/legal guardian of the victim on the same day an investigation of the incident has been initiated.
 - (b) According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the student; the frequency of notification will depend on the seriousness of the Discrimination incident.
 - (c) Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
- (12) Procedures for publicizing the policy which must include its publication in the OCPS Code of Student Conduct required under Section 1006.07(2), Florida Statutes, and in all employee handbooks.
- (a) OCPS shall provide notice to students and OCPS employees of this policy through the OCPS Code of Student Conduct, the Employee Handbook, Superintendent documents, and/or through other reasonable means.

SPECIFIC AUTHORITY: Sections 760.01; 1000.05; 1001.41; 1001.43; 1006.07; 1006.09 and 1012.23, Florida Statutes

20 U.S.C. Sections 1681-1688, as amended
42 U.S.C. Sections 2000d, as amended
42 U.S.C. Section 12132, as amended.

TITLE: Student Discrimination Grievance/Complaint Procedures

POLICY:

All students attending Orange County Public Schools ("OCPS") shall be treated according to a unitary code which applies equally, regardless of race, color, religion, age, national origin, marital status, disability, genetic information, language spoken, homelessness, or any other reason prohibited by law. This policy shall govern the process of student grievance/complaint procedures for any allegation of discrimination based on the classifications mentioned above. Students who have an allegation of discrimination should contact the OCPS Equity Officer.

- (1) Discrimination is conduct which deprives the victim of the opportunity to participate in educational programs or activities. The School Board of Orange County, Florida ("Board") or OCPS school sponsored activities, or in any other activities offered or provided by the Board on account of race, color, religion, age, sex, national origin, marital status, disability, sexual orientation, genetic information, gender identity or expression, language spoken, homelessness, or any other reason prohibited by law.
- (2) Any student who believes that he or she has been the victim of discrimination based upon any factor identified above, may and is encouraged to file a grievance/complaint with the OCPS Equity Officer or any OCPS district office or school level administrator. All such complaints must be immediately forwarded to the OCPS Equity Officer or other person who has been specifically designated to handle grievances/complaints of discrimination.
- (3) The Superintendent may identify, upon request of a complainant, a designee for the OCPS Equity officer when in his/her judgment it is warranted. The alternate first point of contact or designee shall be the OCPS Director of Professional Standards. Should an alternate be designated to investigate a grievance/complaint, the complainant may request a review by the Superintendent.
- (4) When any OCPS district office or school level administrator learns of an alleged incident of discrimination, OCPS is obligated to investigate. All OCPS supervisors are required to report complaints in writing on the Complaint Form to the OCPS Equity officer.
- (5) The grievance/complaint may be made orally or may be filed in writing. The complainant has sixty (60) days from the date of the incident for the initial filing of a grievance/complaint.
 - (a) If the grievance/complaint is made orally, the OCPS Equity Officer or other OCPS district office or school level administrator receiving the complaint shall record it in written form, which shall be reviewed and acknowledged by the complainant to verify its accuracy.
 - (b) A written grievance/complaint may be amended to correct technical defects, omissions, or to clarify or amplify allegations made therein. An amendment may be filed at any time before the investigation is completed.
 - (c) The grievance/complainant may withdraw a complaint at any time.

- (d) OCPS, regardless of whether a grievance/complaint conforms to a certain format or whether or not it is committed to writing, will investigate all allegations of discrimination.
- (6) The investigator may interview the complainant to obtain any additional information needed to clarify the grievance/complaint.
- (7) The OCPS Equity Officer, at this point, may inquire of the complainant as to a possible resolution of the grievance/complaint. If the complainant is amenable to a resolution of the grievance/complaint prior to implementation of Paragraph 10, below, the OCPS Equity Officer shall begin discussion regarding a resolution.
- (8) The investigation shall include, but not be limited to, investigating all allegations by the complainant and respondent, interviewing any witnesses, and taking statements from witnesses and other persons who may be able to provide valid and relevant information. Upon completion of the investigation, the investigator shall provide a final written disposition of the grievance/complaint containing a summary of findings.
- (9) A substantiated charge may subject such violator to disciplinary action, including, but not limited to, warning, reprimand, suspension or termination, subject to applicable procedural requirements in applicable Board policies and OCPS rules and regulations.
- (10) Retaliation against an individual for filing a grievance/complaint or against an individual providing information regarding the investigation of any grievance/complaint is prohibited.
- (11) The use of this grievance/complaint procedure shall not prohibit the complainant from seeking redress from other available state and/or federal sources.
- (12) To the extent permitted by law, confidentiality will be maintained. However, since an effective investigation requires the discussion of certain information with certain individuals, OCPS must discharge its duty to prevent and correct Discrimination.

SPECIFIC AUTHORITY: Sections 760.01; 1000.05; 1001.41; 1001.43; 1006.07; and 1012.23, Florida Statutes

20 U.S.C. Sections 1681-1688, as amended
42 U.S.C. Sections 2000d, as amended
42 U.S.C. Section 12132, as amended

ADOPTED: 03/09/2004
REVISED: 01/17/2012; 12/11/2012; 9/25/18



OCPS Bullying/Harassment Incident Reporting and Title IX Grievance Form

Unsubstantiated: ___ 1O Bullying ___ 1P Harassment SMS Incident # _____ Date: _____

	Race	Sex	Religion	Disability	Sexual Orientation	Harassment
Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Incident Recorded by: _____
 Position: _____ School: _____
 Date: _____ Time: _____

Person(s) Making Allegation:

Name: _____ Phone: _____
 Address: _____
 E-Mail: _____

Name: _____ Phone: _____
 Address: _____
 E-Mail: _____

Person(s) Involved:

Accused Name: _____ Student #: _____

Nature of Involvement: _____

Name: _____ Student #: _____

Nature of Involvement: _____

Name: _____ Student #: _____

Nature of Involvement: _____

Name: _____ Student #: _____

Nature of Involvement: _____

Incident Information:

Incident Location: _____

Date: _____ Time: _____

Incident Description: _____

Incident Type (Check all that apply)

<input type="checkbox"/> Cyber-bullying	<input type="checkbox"/> 2Q Sexual Harassment
<input type="checkbox"/> Name-calling or unwanted teasing	<input type="checkbox"/> 3S Sexual Harassment
<input type="checkbox"/> Name-calling or mean comments about religion, gender or race	<input type="checkbox"/> 4N Sexual Battery
<input type="checkbox"/> Name-calling, mean comments, or gestures with a sexual meaning	<input type="checkbox"/> 4O Sexual Harassment
<input type="checkbox"/> Physical violence	<input type="checkbox"/> 4P Sexual Offenses
<input type="checkbox"/> Rumor-spreading	<input type="checkbox"/> 4Z Sexual Assault
<input type="checkbox"/> Social isolation/exclusion	
<input type="checkbox"/> Taking another's property	
<input type="checkbox"/> Threats/intimidation	
<input type="checkbox"/> Harassment	
<input type="checkbox"/> Sexual Harassment/Sexual Discrimination	
<input type="checkbox"/> Dating Violence	
<input type="checkbox"/> Other:	

Investigator 1: _____ Position: _____

Investigator 2: _____ Position: _____

Parent/Guardian of Victim contacted on _____ Method of Contact: _____

Name: _____ Relationship to Victim: _____

Parent/Guardian of Victim contacted on _____ Method of Contact: _____

Name: _____ Relationship to Victim: _____

Parent/Guardian of Victim contacted on _____ Method of Contact: _____

Name: _____ Relationship to Victim: _____

Parent/Guardian of Offender contacted on _____ Method of Contact: _____

Name: _____ Relationship to Offender: _____

Parent/Guardian of Offender contacted on _____ Method of Contact: _____

Name: _____ Relationship to Offender: _____

Investigation initiated: Yes No Initiation Date: _____

Title IX Coordinator Contacted Yes No Contact Date: _____

Bullying/Harassment indicated: Yes No (Refer to Investigative Guidelines document)

If no: ___ 1O Bullying ___ 1P Harassment

Reason/Evidence:

If bullying is indicated, the discipline referral process should be initiated using guidelines documented in the Code of Student Conduct and the Discipline Procedure Guide.

Action Taken as a result of allegation - Substantiated or Unsubstantiated

Action Taken (**Check all that apply**):

<u>Action</u>	<u>Date</u>	<u>Responsible Contact</u>
<input type="checkbox"/> Referred victim/offender to SAFE Coordinator	_____	_____
<input type="checkbox"/> Referred victim/offender to Guidance Counselor	_____	_____
<input type="checkbox"/> Referred victim/offender to SAFE Team	_____	_____
<input type="checkbox"/> Referred victim/offender to Child Study Team	_____	_____
<input type="checkbox"/> Initiated Safety Plan for victim and offender	_____	_____
<input type="checkbox"/> Contacted law enforcement	_____	_____
<input type="checkbox"/> Notified teachers of students' behavior(s)	_____	_____
<input type="checkbox"/> Other Consequences for offender(s) (Not documented on Discipline Referral Form)	_____	_____

Describe:

Post-Investigation Contact:

Parent/Guardian of Victim contacted on _____ Method of Contact: _____
Name: _____ Relationship to Victim: _____

Parent/Guardian of Victim contacted on _____ Method of Contact: _____
Name: _____ Relationship to Victim: _____

Parent/Guardian of Victim contacted on _____ Method of Contact: _____
Name: _____ Relationship to Victim: _____

Parent/Guardian of Offender contacted on _____ Method of Contact: _____
Name: _____ Relationship to Offender: _____

Parent/Guardian of Offender contacted on _____ Method of Contact: _____
Name: _____ Relationship to Offender: _____

Follow-up: _____

Please attach all **discipline referral forms, witness statements, suspension letters**, (if appropriate), and all other discipline information related to the bullying or Title IX investigation.