



Reporting Form

Discrimination, Bullying, Harassment Board Policies 104 and 248

Return this completed form to the Title IX Coordinator and Deputy Title IX Coordinator

Alyssa Wright, Title IX Coordinator

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267-893-2060

16 Welden Dr, Doylestown, PA 18901

[NAME] Deputy Title IX Coordinator

[EMAIL]

[PHONE NUMBER]

[OFFICE LOCATION]

Name of Reporting Party _____

Date of Report _____

Type of Conduct

Harmful, mean, threatening, or hurtful behavior is unacceptable whether or not the negative behavior is because of bias against a person based on certain characteristics or protected classes of people. The District takes steps to respond to reports of negative behavior and, if the negative behavior is based on a protected class, the District may have a different response process.

Discrimination on the basis of race, color, national origin, ancestry, religion, creed, disability, age.

Identify the protected characteristic: _____

Harassment on the basis of race, color, national origin, ancestry, religion, creed, disability, age.

Identify the protected characteristic: _____

Discrimination on the basis of sex, gender identity, sexual orientation, marital status, pregnancy/parenting status.

Identify the protected characteristic: _____

Harassment on the basis of sex, gender identity, sexual orientation, marital status, pregnancy/parenting status.

Identify the protected characteristic: _____

Bullying: _____

Basic Information

Name of person alleged to have engaged in the prohibited conduct _____

Grade _____

Relationship to District (select one): Student Employee Third-Party

Name of person alleged to be the victim of prohibited conduct _____

Grade _____

Relationship to District (select one): Student Employee Third-Party

Description of Conduct

Date of incident(s) _____

Location of incident(s): _____

Witnesses or others with information about the incident(s) _____

Do any of these apply to the incident being reported?

- Sexual intercourse
- Oral sex
- Inappropriate touching
- Staring/Glaring/Leering

- Kissing
- Dissemination of inappropriate photos
- Pinched
- Grabbed
- Shoved/Pushed
- Hit/Kicked/Punched
- Being left out/excluded
- Teasing/Taunting
- Put Downs
- Told Lies/Spread Rumors/Gossiping
- Stalking/Unusual or excessive online or in-person contact
- Property Damage/Theft
- Other _____

Was technology or an app used (select one) Yes No

Description (Who? What? When? Where? Why?)

Result of Conduct

Do any of these apply to the person who was targeted?

- Absence/Truancy/School Avoidance
- Avoid School Bus or Van
- Distracted at school
- Trouble concentrating
- Lower grades
- Feeling unmotivated
- Feeling worried or afraid
- Feeling unhappy
- Feeling uncomfortable
- Feeling insecure

- Feeling like no one likes me
- Feeling angry
- Feeling irritable or having mood swings
- Being insulted or offended
- Being excluded from activities
- Quit extracurricular or club
- Victim wants to hurt themselves or other people
- Physical or emotional injury
- Use of drugs or alcohol
- Trouble sleeping
- Rapid weight gain or weight loss
- Substantially interfering with a student's education
- Created a threatening school environment
- Created a substantial disruption or could reasonably cause a substantial disruption to the school environment
- Denied someone's access or ability to benefit from school programs or activities

SUPPORTIVE MEASURES

Any student who receives this notice and believes the District should take measures designed to restore or preserve that student's access to the District's programs or activities, which must be equal access on the basis of sex, should immediately contact the Compliance Officer/Title IX Coordinator. These supportive measures may be made available without cost to the student if doing so is reasonable and may include measures designed to protect the safety of all parties or the District's educational environment, or to deter future discrimination, harassment, or bullying.

CONFIDENTIALITY

Confidentiality of all parties, witnesses, the allegations and the filing of a report shall be handled in accordance with applicable law, regulations, Board policy, procedures, and the district's legal and investigative obligations. The school will take all reasonable steps to investigate and respond to the report, consistent with a request for confidentiality as long as doing so does not preclude the school from responding effectively to the report. If you have any questions regarding how the information contained in this report may be used, please discuss them with the Compliance Officer/Title IX Coordinator prior to filing the report. Once this report is filed, the district may have an obligation to investigate the information provided.

RETALIATION PROHIBITED

The District prohibits retaliation, which includes intimidation, threats, coercion and discrimination against students who are involved in reported misconduct of this nature. A person who experiencing retaliatory behavior should report it immediately to the Compliance Officer/Title IX Coordinator or, if the person alleged to be retaliating is the Compliance Officer/Title IX Coordinator, to the Superintendent.

Presumption of Non-Responsibility of All Named Parties; Effect of Finding of Non-Responsibility Under Policies 103 and 103.1, personnel must presume that all parties are not responsible for conduct constituting a violation of the applicable policy until a written determination is finalized.

A finding that the conduct alleged does not constitute harassment on the basis of sex as defined by the federal Department of Education is not the equivalent of a finding that the reported conduct did not occur. Rather, it means that the conduct, even if proven by evidence to have occurred, was not the type of conduct that can be considered to meet the definition of harassment on the basis of sex. Such conduct may be prohibited under different board policies or provisions of the student code of conduct. Conduct will be referred for further review by the appropriate administrator if appropriate.

VERIFICATION

By signing this report form, I promise that I have made a truthful report to the best of my knowledge at this time. If I have fabricated any part of this report, I understand that I may be subject to discipline.

Signature of reporting person: _____

Intake

(PERFORMED BY COMPLIANCE OFFICER/TITLE IX COORDINATOR)

Date of receipt of report: _____

For Policy 104, date that process must be completed (+60 calendar days) _____

For Policy 104, date that major steps must be completed

Evaluation (+3 calendar days, excluding major holidays) _____

Investigation (+14 calendar days, excluding major holidays) _____

Determination (+7 calendar days, excluding major holidays) _____

Applicable board policy if allegations are substantiated (may be multiple):

Policy 104 – Prohibition on Discrimination including on the Basis of Sex

Policy 248 – Bullying/Cyberbullying

Other Policy _____

Student Code of Conduct (list sections) _____

The conduct, even if proven by a preponderance of the evidence, would not fall under one of the enumerated policies or the student code of conduct.

If this box is checked, explain why the report is being dismissed and whether further action will be taken at this time:

Possible consequences if allegations are substantiated:

Informal resolution

Suspension

Expulsion

Are either the complainant or respondent identified for special education or disability protections (IEP, 504 Plan, Evaluation in Progress, Thought to Be Eligible)?

If yes, contact the school based Special Education Supervisor immediately.

Yes, the complainant qualifies for special education or disability protections.

Yes, the respondent qualifies for special education or disability protections

No, neither party fits this description.

Not applicable (staff only)

Other _____

Assignment of Roles

Investigator _____

Informal Resolution Facilitator, if applicable (cannot be the same as Compliance Officer/Title IX

Coordinator, investigator, or determination maker) _____

Determination maker (may be same as investigator) _____

Appeal authority (cannot be the same as Compliance Officer/Title IX Coordinator, investigator, or determination maker) _____