

**NATRONA COUNTY SCHOOL DISTRICT#1
BULLYING/HARASSMENT EDUCATION AND WARNING
STUDENTS ONLY**

1. Student Accused _____ Grade _____ School _____

Incident Information:

2. Date of Incident _____ 3. Time _____

4. a. Person filing complaint _____ b. Alleged victim _____

5. Description from Complainant: _____

6. Description from Respondent _____

Investigation Information: (Check all that apply.)

☐ Interviewed reporter of incident

☐ Interviewed person allegedly bullied/harassed ☐ Checked files

☐ Interviewed respondent

☐ Interviewed witness (es): Witness name(s) _____

Action Taken:

1. Finding: ☐ Substantiated ☐ Unsubstantiated

2. Action Taken for Substantiated Complaint (check all that apply):

☐ Used page two (2) below to Educate and Warn

☐ Referred to ☐ social worker ☐ counselor ☐ other

☐ Contacted parents by phone ☐ or by letter ☐

☐ Met with teacher/staff; requested monitor behavior

☐ Set IEP review/At-risk meeting

☐ Other

3. Investigating Administrator _____ Date _____

4. Scheduled date for follow-up by investigator _____

Comments: _____

Four Points to Remember:

1. **Bullying/Harassment is prohibited by law and School Board Policy against members of the same sex as well as against members of the opposite sex.**
2. **Persons may have the right to file a civil suit if actions of bullying/harassment do not stop. If the actions involved a crime, the victim could pursue criminal remedies.**
3. **Retaliation is prohibited by Law and by School Board Policy. Retaliation can take different forms including threatening witnesses, to physical attacks or spreading rumors. Actions taken to punish the victim, reporting party, witnesses, or accused person from pursuing their rights are prohibited.**
4. **Respect people's rights of privacy and confidentiality. Do not unnecessarily talk about the case. Confidentiality cannot be guaranteed but all parties should respect one another's rights.**

CHECKLIST FOR RESPONDENT

1. **Is Bullying /harassment against the law? ___Yes ___No**
2. **Is Bullying/harassment against Natrona County School Board Policy? ___Yes___No**
3. **Please describe the charges/claims that have been made against you in this situation.**

4. **What do you think should be done now and in the future?**

5. **Is retaliation allowed against the Complainant and/or witnesses?**

___Yes___No

6. **I received, I reviewed and I now understand the above information regarding Bullying/ Harassment.**

___Yes ___No

Student Respondent Signature: _____

Investigating Administrator Signature: _____

Date: _____