



**ST. DAVID UNIFIED SCHOOL DISTRICT #21**

Kyle Hart, Superintendent

**ST. DAVID UNIFIED SCHOOL DISTRICT #21  
REPORTING FORM FOR BULLYING, HARASSMENT OR INTIMIDATION  
Arizona Statute A.R.S. 15-341(A) (12) (13)**

Bullying, harassment, and intimidation are serious and will not be tolerated. This is a form to report alleged bullying, harassment, or intimidation that occurred during the current school year on school property; at a school-sponsored activity or event off school property; on a school bus; on the way to and/or from school; on the internet, sent on or off school property; that substantially disrupted the orderly operation of the school. Bullying, harassment, and intimidation mean any intentional conduct — including verbal, physical, or written conduct, or an intentional electronic communication — that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being. The conduct must be:

- a. Motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or;
- b. Threatening or seriously intimidating.
- c. Electronic communication means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager.
- d. Conduct is generally thought to mean actions, language or visual materials which specifically refer to, portray or involve inappropriate activity or language. Conduct of a inappropriate nature may include overt sexual solicitations, inappropriate touching, inappropriate jokes and inappropriate inquiries about a person's personal life.
- e. Sexual harassment is the broader term that encompasses conducts of a sexual nature such as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. Sexual harassment also includes acts that are not overtly sexual but rather are directed at individuals based on their gender such as profanity or rude behavior that is gender-specific.

If you are a student, the parent/guardian of a student, or a school staff member and wish to report an incident of alleged bullying, harassment, or intimidation, complete the attached form and return it to the principal at the student victim's school. Contact the school for additional information or assistance at any time.

**70 E. Patton St.  
St. David, AZ 85630  
(520) 720-4781**



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### PROTOCOL FOR THE INVESTIGATION/RESOLUTION OF A BULLYING REPORT

#### 1. Investigate

Upon receipt of any report of bullying, the school will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day (within 36 hours of the report). The investigation shall include:

- a. Interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available.
- b. School counselors, school nurse, the police and/or other support staff can be consulted for their expertise as determined by the circumstances of the matter.

#### 2. Notify

At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

Bullying, harassment or intimidation will not be tolerated. Disciplinary action will be taken after each incident of bullying and upon a finding of guilt.

#### 3. Discipline

Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances.

Disciplinary action may include but is not limited to the following: • **Loss of a privilege** • **Reassignment of seats in the classroom, cafeteria or school bus** • **Reassignment of classes** • **In-school suspension** • **Out-of-school suspension** • **Detention** • **Counseling and other interventions** • **Expulsion (through appropriate due process hearing)**

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying.

Students in grades six through twelve found to have committed the offense of bullying for the third time in a school year shall be referred through appropriate due process by disciplinary hearing officer(s).

**\*Schools should clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.**

#### 4. Follow Up

Follow up is important to the accused and the victim. The school administration will implement a planned method to provide after-care and follow up. Reiterate all prohibition on retaliation.

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Date: \_\_\_\_\_

St. David School(s): (check all that apply)

Elementary

Middle/High School

<p><b>PERSON REPORTING INCIDENT</b></p> <p>Name: _____</p> <p>Telephone Number: _____</p> <p>Email Address: _____</p>	<p>Place an X in appropriate box:</p> <div style="border: 1px dashed black; padding: 5px;"> <p><input type="checkbox"/> Student</p> <p><input type="checkbox"/> Parent</p> <p><input type="checkbox"/> School Staff</p> <p><input type="checkbox"/> Bystander</p> </div>
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1. Name of student victim(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grade

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Name of alleged offender(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grade

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Name of alleged witness(es):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grade

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. On what date(s) did the incident happen?

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

5. Where did the incident take place? (Choose all that apply)

**On school property**     **On the School Bus**     **Via Internet** – sent on/off school property

6. Is there physical injury as a result of this incident?

**No**     **Yes, but no medical attention required**     **Yes, it required medical attention\***

\*- please provide any medical documentation and photos, if applicable

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7. Place an X next to the statements that best describes what happened. (choose all that apply)

- Any bullying, harassment or intimidation that involved physical aggression
- Teasing, Name calling, making critical remarks or threatening, in person or by other means.
- Demeaning and making the victim of inappropriate jokes
- Making threatening gestures
- Extorting or exploiting another student
- Insults related to a student's disability
- Insults related to a student's perceived religious or sexual orientation
- Cyberbullying (e.g. social media platforms)
- Electronic communication (e.g. texting, email, etc.)
- Gang-related or recruitment
- Human trafficking
- Racial harassment
- Sexual harassment or inappropriate conduct

8. Describe the incident(s), including what the alleged offender(s) said or did. (Attach a separate sheet, if necessary)

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9. Why do you think the bullying, harassment or intimidation occur? (Attach a separate sheet, if necessary)

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10. Was the student absent as a result of the incident?  Yes **How many days** \_\_\_\_  No

11. Is there any additional information you would like to provide? (Attach a separate sheet, if necessary)

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