

BRACKETT ISD

DATING VIOLENCE REPORTING AND INTERVENTION PROGRAM

I. Definitions

Teen dating violence is defined as the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship, as defined by Section 71.0021, Texas Family Code. Teen dating violence is a pattern of coercive behavior that one partner exerts over the other for the purpose of establishing and maintaining power and control.

Sexual Harassment (defined in your Board Policy FFH (LEGAL) and FFH (LOCAL)) Harassment is defined as conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint or maliciously and substantially harms another student's physical or emotional health or safety. For purposes of district programs, sexual harassment of students is conduct that is severe, pervasive, and objectively offensive in such a manner that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school. It is a form of harassment that includes touching someone in ways that are not wanted, sexual jokes, pressuring someone to have sex, threats or intimidation from a dating partner, or any other form of harassment of a sexual nature that would make a reasonable person uncomfortable. Sexual harassment does not include simple acts of teasing and name-calling among school children, however, even when the comments target differences in gender.

Violence or abusive behavior of a sexual nature in a dating relationship may also be considered sexual harassment when the behaviors occur at school and meet the definition of sexual harassment.

Sexual violence is defined as sexual assault, sexual abuse, or sexual stalking of a minor child or teenager, including sexual violence committed by perpetrators who are strangers to the victim and by perpetrators who are known or related by blood or marriage to the victim. Behaviors that fall under this definition include but are not limited to incest, molestation, child abuse, stranger rape, and non stranger rape.

Bullying is defined as written or oral expression or physical conduct that a school district's board of trustees or the board's designee determines:

1. To have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

A **perpetrator** is a person who uses coercive tactics to establish and maintain power and control over a dating partner. Perpetrators may come from any cultural, educational, religious and economic stratum of society. A perpetrator's background is never grounds to justify the abuse.

An **alleged perpetrator** is an individual who has been accused of exhibiting harassing or violent behaviors towards another individual or an individual who has been suspected of such behaviors.

A **victim** is the target of the alleged perpetrator's coercive and/or violent acts.

II. Victim Safety

Victim safety is a top priority of the dating violence program at Brackett ISD.

A. A safety plan is a tool for helping to increase students' safety. When responding to an incident of bullying, sexual harassment, dating violence or sexual violence, school personnel in collaboration with the victim will develop a plan that may include some or all of the following elements:

- The schedule(s) of staff person(s) that have been identified as a support system for the victim,
- Routes to and from school,
- Routes to and from classes,
- Names and contact information of peers who can help support the victim and accompany him or her to and from classes as needed,
- A discussion of potential school-related problems/areas of concern and strategies for increasing safety: after-school activities, class trips, dances, etc.,
- A plan of action for the victim to follow if he/she encounters the alleged perpetrator outside of school: in a public place, on public transportation, at the victim's home, at the home of a friend, etc.,
- A list of general safety tips to aid the victim outside of school: lock doors, screen phone calls, never walk alone, etc., (See Appendices)
- A list of local resources: shelters, hotlines, agencies, advocates, and other services, (See Appendices)
- Follow-up meeting dates to review the situation and to make any necessary adjustments,

- Referral to the National Teen Dating Abuse Helpline: 1-866-331-9474 and the Helpline's online home: www.loveisrespect.org, for peer support, information, and referral for youth concerning violence or abuse in dating relationships, and an opportunity to talk with or chat online anonymously with trained peer advocates,
- Referral to the National Sexual Assault Hotline: 1-800-656-HOPE and the Hotline's online home: www.rainn.org, and
- Referral to the Dating Violence Legal Line: 1-800-374-HOPE for assistance accessing legal tools such as a protective order (stay-away order).

Brackett ISD personnel must inform the victim's parent/guardian that a safety plan has been developed, as well as the details of the safety plan unless this action would endanger the victim.

B. Enforcement of Protective Orders:

When a protective order (legal stay-away order) has been issued by a court to protect one student from another, Brackett ISD personnel will take the following steps:

1. Hold separate meetings with the victim and the alleged perpetrator to:
 - Review the protective order and ramifications.
 - Clarify expectations.
 - Review the school day, classes, lunch (open/closed campus situation), and activities, paying attention to potential conflicts and opportunities for face-to-face contact between the victim and the alleged perpetrator.
 - Identify schedule overlaps, i.e. arrival/dismissal times, classes, lunch, before- and after-school activities, locker, etc.

Whenever possible, face-to-face contact between the victim and alleged perpetrator should be avoided. If changes need to be made, attention may be given to the victim's preference. The burden for any bus, classroom or other schedule changes should be on the alleged perpetrator, not the victim.

2. In meeting with the victim, Brackett ISD personnel will:

- Help the victim identify adults within the school setting with whom he/she feels comfortable.
- Developing a safety plan.

The victim has the right to have a support person present during all stages of the investigation.

3. In meeting with the alleged perpetrator, a check list including the following key points will be utilized:

- Identification of key staff members to check in with daily/weekly or as needed.
- Any needed class/schedule changes, lunch, locker changes.
- Changes in arrival/departure times to/from school.
- Changes in arrival/departure times to/from classes.
- Clear review of expectations and consequences for any violations.
- Follow-up meeting dates to review how things are working and to make any necessary adjustments.

C. School-Based Alternatives to Protective Orders:

The most common school-based alternative to a protective order is called a Stay-Away Agreement. The Stay-Away Agreement provides a list of conditions that must be followed by the alleged perpetrator while on school grounds or at school-sponsored activities. It is designed to ensure the safety of the victim.

Brackett ISD personnel will administer Stay-Away Agreements in a conference with the alleged perpetrator and his or her parent/guardian. If the parent/guardian is unavailable or unwilling to attend the conference, the school may note this on the agreement.

A Stay-Away Agreement may include the following elements:

- A description of the relationship between the victim and alleged perpetrator.
- A description of the violent incident(s): what, when, where, witnesses.
- A list of behaviors that the alleged perpetrator may not do (i.e. talking to the victim, sitting near the victim, sending notes to the victim, etc.).
- Schedule changes for the alleged perpetrator (to separate the victim and alleged perpetrator), including classes, lunch period, arrival and dismissal times, locker location, and extracurricular activities.
- Notes on other disciplinary actions taken.
- Disciplinary consequences if the alleged perpetrator violates the Stay-Away Agreement.
- Dates during which the Stay-Away Agreement is valid.
- Date when the Stay-Away Agreement will be reviewed.
- Signatures of parent/guardian, alleged perpetrator, and administrator.

III. Prevention and Training

A. Modeling Respectful Behavior

Abusive or disrespectful behavior and images on campus can create a hostile climate and one that is conducive to dating violence, sexual violence, and sexual harassment. These behaviors may include sexist language, graffiti, or images that are demeaning to girls and women, as well as rigid or different expectations based upon the gender of students (i.e. pushing young women towards English

and away from Math or Science, or different expectations for male and female student behavior). Brackett ISD school personnel will model respectful behavior and promote gender equality and mutual respect among all members of the school community. School personnel will respond to bullying, sexual harassment, dating violence and sexual violence immediately and in a manner consistent with the district's standards. See Board Policy FFH (local).

B. Training for Teachers and Administrators

Brackett ISD will provide awareness training and education for the school community. Training may include defining the issues of teen dating violence and sexual violence, recognizing warning signs, identifying issues of confidentiality and safety, the laws pertaining to interpersonal violence, and appropriate school-based interventions.

All members of the school community, including students, educators, parents/guardians, administrators, custodial and food service staff will receive training. These trainings may be facilitated by a school staff person and a representative from a community agency that serves victims of domestic or sexual violence, such as a victim advocate. Educators who present information on teen dating violence in the classroom will receive training on methods of teaching the dynamics of power and control in dating relationships, as well as strategies for effectively teaching teen dating violence prevention curriculum. They will also receive information on the barriers teenagers face in ending abusive relationships, and information on resources from which teenagers can seek help and services for themselves and for others.

Brackett ISD will provide annual workshops for school administrators, teachers, health educators, school nurses, and other staff. These workshops might include the opportunity for staff to address school incidents that they have heard about, observed, or dealt with directly, and discuss how to intervene in an appropriate and consistent way. In order to respect the privacy of students, hypothetical facts or actual scenarios absent of identifying information should be used.

C. Counseling for Affected Students

Brackett ISD will ensure that the victim and alleged perpetrator have access to support services when needed. The victim and alleged perpetrator will be referred to a school counselor as appropriate. Counselors may provide interventions themselves or if appropriate, the district may contact advocates from local domestic violence or rape crisis centers to provide school-based services such as school-based support groups. In addition, an administrator or counselor may give his/her business card to the student to carry and write on the back: Please allow NAME to see me when requested.

Brackett ISD will make reasonable accommodations for victims of teen dating violence and sexual violence. For example, a school may excuse a student from school when the absence is due to teen dating violence or sexual violence.

D. Awareness Education for Students

Brackett ISD will provide on-going curriculum or educational presentations to students on teen dating violence, sexual violence, and acquaintance rape prevention.

Recommended topics include:

1. Defining abuse in teen dating relationships, including rape, and methods to recognize abuse,
2. Identifying societal expectations of males and females that contribute to violence and abuse,
3. Examining the role of the media in supporting sex role stereotypes and how these stereotypes, if believed, are a set-up for abuse and violence,
4. Exploring how teens can help themselves or a friend, including where to find legal, medical, and mental health services, and
5. Defining healthy and respectful behavior and relationships.

In addition to curriculum sessions, Brackett ISD will consider providing peer training programs, special seminars, video or theater presentations combined with discussion groups, or workshops.

Brackett ISD will incorporate dating and sexual violence education that is age-appropriate into annual health curriculum for students in grades 7-12.

E. Awareness Education for Parents/Guardians

Brackett ISD will provide parent/guardian workshops to educate parents/guardians on the issues of teen dating violence and sexual violence. The workshops might cover topics such as recognizing the warning signs of dating violence in teens and pre-teens, what parents/guardians can do to help their teens learn how to have safe and healthy relationships, and the realities and dynamics of sexual violence. Brackett ISD may also send home written material, in order to reach parents/guardians who do not regularly attend school events. Brackett ISD will provide parents/guardians and the community at large with information on where they can go for help if their child is a victim, and what they can do to address the issues of teen dating violence and sexual violence.

IV. Developing a Response

Brackett ISD will communicate dating violence awareness and services to students, parents, and the community. The student code of conduct will prohibit bullying and harassment to include sexual harassment. Parents/guardians will be informed of the school districts dating violence policy, regulations, and programs.

Brackett ISD will develop an advisory team of local experts from community organizations to assist in the school's efforts. In addition, the district will maintain a response team made up of trained school personnel to respond to reports of dating violence.

V. Intervention

Brackett ISD will respond to teen dating and sexual violence so that all victims and alleged perpetrators receive consistent, fair treatment.

A. Documentation of Incident

Documentation should include:

- Description of incident(s): what, when, where, witnesses,
- Victim and alleged perpetrator information, including class schedules, group and club memberships, and school activities,
- Disciplinary and accommodation recommendations, including changes to class schedules,
- Response actions taken, including safety planning, referrals for services and counseling, and disciplinary actions,
- Incident updates, including response to disciplinary actions, alleged perpetrator compliance, utilization of referrals for services, reviews of safety plans, and status reports from the victim, including further referrals for services.

Student Complaint Forms will be available to students at all times. Forms will be accessible to the students in the High School office, in the counselor's office and in the nurse's office. Complaint Forms will be kept in a secure location in the principal's office.

B. Protocol for Campus Intervention : Staff Members

Brackett ISD will provide protocol for staff members responding to an incident of bullying, sexual harassment, dating violence, or sexual violence between students occurring anywhere on campus. Refer to your FFH (LOCAL) for protocol currently in policy and consider developing a FFH (REGULATION) if you wish to provide a more detailed procedure. The protocol may include the following actions:

1. Fulfill the state's mandatory reporting laws regarding the suspected abuse or neglect of a child. See Section 261.101(a), Texas Family Code.
2. Separate the victim from the alleged perpetrator.
3. Speak with the victim and alleged perpetrator separately.

4. Speak with any bystanders who may have been present or involved. Encourage them to speak up directly on behalf of the victim if they should witness further incidents, or to get help from school personnel.
5. Administer logical and reasonable consequences to the alleged perpetrator when appropriate, including but not limited to making a discipline referral.
6. Inform the victim of his or her right to file a complaint of bullying, sexual harassment, dating violence, or sexual violence with any counselor or administrator.
7. Monitor the victim's safety. Increase supervision of the alleged perpetrator as needed.

C. Protocol for Campus Intervention: Administrators and Counselors

Administrators' duties might include informing students, parents/guardians, and school personnel of a student's right to make a complaint for incidents of bullying, sexual harassment, dating violence, or sexual violence. By receiving this information, all students will understand how to file a complaint, and school personnel will understand how to respond to incidents and reports.

Districts may adopt a set of actions for when a school counselor or administrator learns of an incident of bullying, sexual harassment, dating violence, or sexual violence, or receives a complaint from a student or staff member. Districts may then provide the protocol to schools. Actions might include the following:

1. Fulfill the state's mandatory reporting laws regarding the suspected abuse or neglect of a child. See Section 261.101(a), Texas Family Code.
2. Separate the victim from the alleged perpetrator.
3. Meet separately with the victim.
4. Review the student's complaint form or assist the student in documenting the incident on a complaint form during the meeting.
5. Further investigate the complaint by speaking with the alleged perpetrator and any bystanders separately.
6. If the assessment by the counselor or administrator determines that the incident involved physical or sexual assault or threats, the counselor or administrator should notify the Superintendent immediately.
7. Contact the parents/guardians of the victim and the alleged perpetrator to inform them that an incident of bullying, sexual harassment, dating violence, or sexual violence has occurred. Ask the parents/guardians to attend a meeting with the administrator and their child to discuss the incident. Be consistent about what to do if parents/guardians are not available or responsive.

Student-on-Student Altercation Response Chart (See Appendices)

This document will help to ensure that important actions are taken when incidents of bullying, sexual harassment, dating violence, or sexual violence occur.

Working with the Victim

In working with the victim, Brackett ISD may require schools to make every reasonable effort to protect the due process rights of the alleged perpetrator. Administrators may consider adopting the following methods of intervention with the victim:

- a. Conference with the victim and parent/guardian.
 - b. Identify immediate actions that can be taken to increase the victim's safety and ability to participate in school without fear or intimidation, including positive behavior support interventions.
 - c. Inform the student and parent/guardian of school and community resources as needed, including their right to file charges or seek legal protection.
 - d. Encourage the student to report further incidents.
 - e. Inform the victim of his or her right to request a Stay-Away Agreement or another school-based alternative to a protective order. If the student declines, this should be documented.
 - f. For situations also involving sexual harassment, inform the victim of his or her right to file a complaint alleging sexual harassment directly with the Title IX Coordinator. A complaint may also be filed with the Office for Civil Rights.
 - g. Monitor the victim's safety as needed. Assist the victim with safety planning for the school day and for after-school hours.
 - h. Document the meeting and any action plans on a complaint form. If the victim or parent/guardian declines to document the incident, note this on a complaint form.
 - i. Store all complaint forms in a separate, confidential file and document subsequent follow-up actions and complaints on a complaint form.
- Administrators may provide the victim with the right to have a support person present during all stages of the investigation.

Working with the Alleged Perpetrator

Brackett ISD will make every reasonable effort to protect the due process rights of the alleged perpetrator. Administrators may consider adopting the following methods of intervention with the alleged perpetrator:

- a. Conference with the alleged perpetrator and parent/guardian.
- b. Allow the alleged perpetrator an opportunity to respond in writing to the allegations.
- c. Emphasize expectations for positive behavior.
- d. Identify and implement disciplinary and other actions and consequences that will be taken to prevent further incidents.
- e. Inform the alleged perpetrator and parent/guardian of help and support available at school or in the community as needed.
- f. Address the seriousness of retaliation against the victim for reporting the incident or cooperating with the investigation.
- g. Increase supervision of the alleged perpetrator as needed.
- h. Document the meeting and action plans on a complaint form.

VI. APPENDICES

The following documents are sample forms for use in conjunction with a district's teen dating violence policy, regulations, and programs. Districts may provide these documents to schools, inserting the district name in place of the "Texas Independent School District" used throughout, and are advised to allow schools to adopt the document or modify it to meet campus needs.

- A. School-Based Stay-Away Agreement: A discipline management technique.
- B. Notice of Parent and Student Rights: May serve as a supplement to the student code of conduct.
- C. Student Complaint Form: Can be used in conjunction with the reporting procedures found in your Board Policy FFH (LOCAL).
- D. Student-on-Student Altercation Response Chart: A checklist that includes parent complaint procedures and district action described in your Board Policy FFH (LOCAL).

APPENDIX A

BRACKETT INDEPENDENT SCHOOL DISTRICT
SCHOOL-BASED STAY-AWAY AGREEMENT
BULLYING, SEXUAL HARASSMENT,
DATING VIOLENCE and SEXUAL VIOLENCE

The intent of this agreement is to increase safety for students who have been the victim of severe or repeated bullying, sexual harassment, dating violence, or sexual violence. It is to be administered in a conference with the alleged perpetrator and his or her parent/guardian.

Name of student: _____

Date of most serious incident: _____

Description of behaviors involved in incident:

Date of assessment: _____

Date of parent/guardian notification: _____

In order to protect the rights and safety of all members of our school community, you are required to stay away from (name of victim):

at all times during the school day and at any school-sponsored event. This means that you may not approach, talk to, sit by, or have any contact with (name of victim):

at school or on school property, school buses, and bus stops.

In addition, the following actions are effective immediately:

Arrival/Departure

Time: _____ Entrance: _____

Bus/Parking:

Current Schedule

New Schedule

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Lunch:

Locker:

Extracurricular Activities:

Other disciplinary actions:

Violations of this agreement and acts of retaliation directly or indirectly toward the victim or the victim’s friends or family members will be taken seriously and will result in further disciplinary actions. Your compliance will be monitored by (name and staff title):

_____.

Agreement is valid from _____ to _____.
date date

This agreement will be reviewed on _____.
date

Signatures

Student: _____ Date: _____
Parent/Guardian: _____ Date: _____
Administrator: _____ Date: _____

cc: Principal * Assistant Principal * Counselor * Superintendent

APPENDIX B

BRACKETT INDEPENDENT SCHOOL DISTRICT
NOTICE OF PARENT AND STUDENT RIGHTS:
BULLYING, SEXUAL HARASSMENT,
DATING VIOLENCE, and SEXUAL VIOLENCE

Brackett ISD is committed to providing a positive learning environment for all students that enhances personal safety and promotes respect, dignity, and equality among students. High standards are expected for both academic achievement and for behavior.

BISD strives to ensure that all of its students and employees are free from bullying, sexual harassment, dating violence, and sexual violence. All charges of bullying, sexual harassment, dating violence, and sexual violence are to be taken very seriously by students, faculty, staff, administration, and parents/guardians.

BISD will make every effort to handle and respond to every charge and complaint filed by students and employees in a fair, thorough, and just manner. Every effort will be made to protect the due process rights of all victims and all alleged perpetrators.

Bullying is defined as written or oral expression or physical conduct that a school district's board of trustees or the board's designee determines: 1) To have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or 2) To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

Harassment is defined as conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint or maliciously and substantially harms another student's physical or emotional health or safety.

Sexual harassment is conduct that is severe, pervasive, and objectively offensive in such a manner that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school. It is a form of harassment that includes touching someone in ways that are not wanted, sexual jokes, pressuring someone to have sex, threats or intimidation from a dating partner, or any other form of harassment of a sexual nature that would make a reasonable person uncomfortable.

Dating violence is defined as the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship. Dating violence is a pattern of coercive behavior

that one partner exerts over the other for the purpose of establishing and maintaining power and control.

Sexual violence is defined as sexual assault, sexual abuse, or sexual stalking of a minor child or teenager, including sexual violence committed by perpetrators who are strangers to the victim and by perpetrators who are known or related by blood or marriage to the victim. This definition includes behavior including but not limited to incest, molestation, child abuse, stranger rape, and non stranger rape.

Students who believe they have been harassed, bullied, or otherwise victimized by fellow students or BISD employees are encouraged to promptly report such incidents to the campus principal or other campus professional. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A student or parent/guardian who has a complaint alleging bullying, harassment, dating violence, or sexual violence may request a conference with the principal or the principal's designee. If the student or parent/guardian is not satisfied with the response from the campus staff, they may request a conference with the Superintendent or BISD's Title IX Coordinator.

Complaints will be documented and investigated in accordance with BISD policy and guidelines. Any staff member who observes an incident that involves physical or sexual assault or threats will report the incident immediately to the principal. Any staff member who learns of an incident or threat may submit a Complaint Form on behalf of the victim.

Campus Complaint Procedure:

- 1) Students and staff members will complete a Complaint Form available in the school's main office.
- 2) The Complaint Form will be submitted to the principal or designee immediately.
- 3) The principal or designee will investigate complaints by meeting separately with each student involved in the situation.
- 4) The principal will conference with the victim and parent/guardian to discuss safety and community resources.
- 5) The principal will conference with the alleged perpetrator and parent/guardian to discuss appropriate behaviors and consequences. With the prior consent of the victim, the principal may issue a School-Based Stay-Away Agreement to the alleged perpetrator during the parent/guardian conference.
- 6) Documentation of all Complaint Forms, follow-up actions and Stay-Away Agreements will be available to the General Counsel at all times.

Please review this information and return this signed page to the school, retaining the first page for your records.

For more information about your rights and responsibilities concerning bullying, harassment, dating violence or sexual violence, please contact BISD's Title IX Coordinator.

Parent/Guardian Name Parent/Guardian Signature Date

Student Name Student Signature Date

Administrator Name Administrator Signature Date

APPENDIX C

BRACKETT INDEPENDENT SCHOOL DISTRICT
Student Complaint Form Instructions for reporting incidents of
BULLYING, SEXUAL HARASSMENT,
DATING VIOLENCE and SEXUAL VIOLENCE

A counselor or administrator who receives a report of bullying, sexual harassment, dating violence, or sexual violence will address the following issues with the student who was the victim of the reported behaviors in a private meeting before assisting the student in completing the Complaint Form.

Your Right to File a Complaint:

The policy of Brackett ISD is that all students and employees be free from bullying, sexual harassment, dating violence, and sexual violence. All charges of bullying, sexual harassment, dating violence, and sexual violence are to be taken very seriously by students, faculty, staff, administration, and parents/guardians. The District will make every reasonable effort to handle and respond to every charge and complaint filed by students and employees in a fair, thorough, and just manner. Every reasonable effort will be made to protect the due process rights of all victims and all alleged perpetrators.

Instructions: Use this form to report bullying, sexual harassment, dating violence, and sexual violence so that school officials may investigate and take appropriate actions to increase your safety.

Complete the form, providing as much detailed information as possible so that the complaint may be properly investigated.

It is important that you report the facts as accurately and completely as possible and that you cooperate fully with the persons designated to investigate the complaint.

Where to file: Complaint forms will be available from any counselor or administrator.

Confidentiality: To conduct this investigation in a confidential manner, the school will disclose the contents of your complaint only to those persons who have a need to know of your complaint. In signing the complaint form, you authorize the school to disclose as needed the information you have provided, and may in the future provide, regarding your complaint. Your complaint form will not be shown to the alleged perpetrator.

Retaliation prohibited: Retaliation against a person who files a formal complaint is strictly prohibited and is grounds for disciplinary action, including but not limited to detention, suspension, and expulsion.

TEXAS INDEPENDENT SCHOOL DISTRICT
 Student Complaint Form for reporting
 BULLYING, SEXUAL HARASSMENT,
 DATING VIOLENCE and SEXUAL VIOLENCE

Name: _____ Student ID: _____

Grade: _____ Date: _____ Time: _____ School: _____

Please answer the following questions about the most serious incident:

List the name of the alleged perpetrator(s) of bullying, sexual harassment, dating violence, or sexual violence:

Relationship between you and the alleged perpetrator:

Describe the incident:

When and where did it happen? _____

Were there any witnesses? yes no
 If yes, who?

Is this the first incident? yes no
 If no, how many times has it happened before?

Other information, including previous incidents or threats:

Student or parent declines to complete this form:

Initial: _____ Date: _____

I certify that all statements made in the complaint are true and complete. Any intentional misstatement of fact will subject me to appropriate discipline. I authorize school officials to disclose the information I provide only as necessary in pursuing the investigation.

Signatures

Student: _____ Date: _____

School official receiving complaint: _____ Date: _____

School official conducting follow-up: _____ Date: _____

Notes of actions taken:

Additional information from student or staff

Date	Documentation/Follow-Up	Signature of Student/Staff
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPENDIX D

**BRACKETT INDEPENDENT SCHOOL DISTRICT
STUDENT-ON-STUDENT ALTERCATION RESPONSE CHART**

All charges or reports of a student-on-student altercation (e.g., sexual harassment, harassment, bullying, dating violence, or sexual violence) should be referred to the appropriate district official in accordance with Board Policy FFH(LOCAL). This checklist has been provided to assist the district official in ensuring that necessary steps are taken when incidents have been brought to the principal's attention. To the greatest extent possible, confidentiality should be maintained when investigating reports.

Date	Actions
_____	1. Take necessary steps to separate alleged perpetrator and victim.
_____	2. Contact appropriate administrator. If the altercation is assaultive in nature, see legal and policy guidelines for reporting and discipline, as well as CPS requirements.
_____	3. VICTIM: Conference with the victim outside of the presence of the alleged perpetrator. Use every reasonable effort to protect the due process rights of the alleged perpetrator. Contact parent/guardian. The student may be accompanied by a parent/guardian or other representative. <ul style="list-style-type: none"> a) Provide the parent /guardian and/or student with a "Notice of Parent and Student Rights." Inform the student of his or her right to file a complaint alleging sexual harassment directly with the Title IX coordinator and with the Office of Civil Rights. Obtain signature if possible. b) Assist the student in documenting the incident on a complaint form. If the student or parent/guardian declines to document the incident, note this on the complaint form. c) Identify immediate actions that can be taken to increase the victim's safety and ability to participate in school without being subject to harassment. Refer the student to a school counselor as appropriate. d) Record your observations related to the student conference.
	4. ALLEGED PERPETRATOR: Conference with the alleged perpetrator out of the presence of the victim. Use every reasonable effort to protect the due process rights of the alleged perpetrator. Contact parent/guardian. The student may be accompanied by a parent/guardian or other representative. <ul style="list-style-type: none"> a) Allow the student an opportunity to respond in writing to allegations. b) Provide the parent/guardian and/or student with a "Notice of Parent and Student Rights." Obtain signature if possible. c) Refer the student to a school counselor as appropriate. d) Record your observations related to the student conference.
_____	5. Further investigate the complaint by interviewing any witnesses separately.
_____	6. Communicate in a confidential manner with the appropriate administrator and counselor.

7. Make determinations regarding alleged conduct, ordinarily within 5 (five) days. If extenuating circumstances delay the investigation, inform the victim and parent/guardian. Record determination and actions, as follows (check box):

- Findings indicate that a student-on-student altercation occurred.
- a) VICTIM: Conference with the victim and parent/guardian. Possible interventions:
- Identify actions to increase the victim’s safety and ability to participate in school without fear or intimidation.
 - Inform the student and parent/guardian or support services.
 - Ensure the victim has access to support when needed (e.g., administrator or counselor gives his/her business card to the student to carry and writes on the back: *Please allow NAME to see me when requested.*)
 - Inform the student of his or her right to request a “Stay-Away Agreement.”
 - Encourage the victim to report further incidences.
 - Parent/guardian has right to pursue as a victim of bullying. Share form and process as appropriate. Requires verification of harassment/bullying from administration. See FDB (LEGAL).
 - Document conference and action plans.
- b) ALLEGED PERPETRATOR: Conference with the alleged perpetrator and parent/guardian. Possible interventions:
- Emphasize expectations for positive behavior.
 - Identify and implement disciplinary consequences and other actions that will be taken to prevent further incidences.
 - Inform the student and parent of support services.
 - Ensure the alleged perpetrator has access to support when needed (e.g., administrator or counselor gives his/her business card to the student to carry and writes on the back: *Please allow NAME to see me when requested.*)
 - Address the seriousness of retaliation.
 - If harassment was severe or repeated, a “Stay-Away Agreement” may be issued.
 - Depending on the nature of the offence, disciplinary action may be warranted or mandated.
 - Increase supervision of the alleged perpetrator as appropriate.
 - Behavior contract.
- c) REMINDER: If there is a finding that the altercation involved physical or sexual assault or threats, notify the appropriate administrator immediately and follow legal and policy guidelines for reporting and discipline, as well as CPS requirements.
- Unable to determine that inappropriate behavior occurred, but there has been a determination that the situation justifies the communication of warnings, recommendations, and/or information regarding support services.
- There are no findings of inappropriate behavior.

- _____ 8. After determination made:
- Give notice of the outcome to the parties – follow FERPA guidelines.
 - Advise the parents and students that they may appeal the decision of the principal or designee regarding the outcome of the investigation into the allegation. Inform the student or parent/guardian that he or she may request a conference with the Superintendent or designee and that a written complaint must be submitted. The appeal notice must be filed in writing, on a form provided by the District. Refer to Board Policy FFH (LOCAL) and FNG (LOCAL).
- _____ 9. If findings indicate that inappropriate behavior has occurred:
- Monitor the safety of the victim.
 - Encourage the victim to immediately communicate any safety concerns that may arise to an administrator or counselor.
 - Document subsequent follow-up actions and complaints in the space provided on the complaint form.
- _____ 10. Advise Title IX Coordinator by email or memo of all incidents of sexual harassment that occur on your campus. Label correspondence regarding sexual harassment issues “Attorney-Client Privileged Information.” Include (a) the date of the incident, (b) the names of the students involved in the incident, (c) actions taken to address the matter, and (d) whether the matter is closed or remains open. Use form titled “reports of Allegations of Sexual Harassment (Title IX).”
- _____ 11. Store complaint forms in a separate, confidential file.