ADMINISTRATOR RESPONSE AND ACTION FORM

FOR STUDENT BULLYING, DISCRIMINATION, AND/OR HARASSMENT

To be completed by the Principal/designee within 2 business days of receiving the original report.

|  |  |
| --- | --- |
| Name of person(s) completing this report:  Click or tap here to enter text. | Today’s Date:  Click or tap to enter a date. |
| Name of person who is being victimized:  Click or tap here to enter text. | |
| Name of person who alleged to be engaging in bullying, discrimination and/or harassment:  Click or tap here to enter text. | |
| Type of Bullying, Discrimination or Harassment reported - (Check all that apply):  Sex\*  Religion  Race  Marital/Parental Status  Color  Creed  Pregnancy  Homelessness Status  Ancestry  Gender Identity\*  Gender Expression\*  Belief or Non-Belief  Age  National Origin  Disability  Sexual Orientation\*  Other (please specify): Click or tap here to enter text. | |

# This form is to notify you that we have received your complaint or opened an investigation into a complaint.

# This complaint *may be* applicable to one or more of the following ECASD policies (select all that *may* apply). Selection of policies are for reference only until the investigation or information gathering process is concluded.

# School or program handbook

# Student Code of Conduct

# District [Policy 2260](https://go.boarddocs.com/wi/ecasd/Board.nsf/goto?open&id=CXDGA5428B31) – Nondiscrimination & Access to Equal Educational Opportunity

# District [Policy 2260.01](https://go.boarddocs.com/wi/ecasd/Board.nsf/goto?open&id=CXDGA6428B33) – Section 504/ADA Prohibition Against Discrimination Based on Disability

# District [Policy 2264](https://go.boarddocs.com/wi/ecasd/Board.nsf/goto?open&id=CWZH6B46DB8C) – Nondiscrimination on the Basis of Sex in Education Programs or Activities (Applicable on or after August 1, 2024)

# District [Policy 2266](https://go.boarddocs.com/wi/ecasd/Board.nsf/goto?open&id=CWZH6B46DB8C) – Nondiscrimination on the Basis of Sex in Education Programs or Activities (Applicable on or before July 31, 2024)

# District [Policy 5517](https://go.boarddocs.com/wi/ecasd/Board.nsf/goto?open&id=CXDGF3428BE2) – Student Anti-Harassment

# District [Policy 5517.01](https://go.boarddocs.com/wi/ecasd/Board.nsf/goto?open&id=CXDGF4428BE5) – Bullying

# Other (please specify): Click or tap here to enter text.

# District Policies can be accessed online at <https://go.boarddocs.com/wi/ecasd/Board.nsf/Public>.

# All types of harassment related to sex discrimination/harassment\* are reported to the Title IX Coordinator/Compliance Officer. The ECASD Student Compliance Officer is:

# Dang Yang, Director of Equity Diversity, and Inclusion & Title IX Coordinator, 715-852-3069, [dyang1@ecasd.us](mailto:dyang1@ecasd.us)

# The Compliance Officer was notified of your complaint on: Click or tap to enter a date.

**The Investigation Process**

Every investigation varies, but the investigation process generally will include:

* An interview with the person(s) who is/are being victimized
* An interview with the person(s) who are allegedly engaging in bullying, harassment, and/or discrimination
* Interviews with any other witnesses
* Consideration of any relevant documentation or information

**Summary of Incident, Current Known Facts, and/or Additional Information**

Click or tap here to enter text.

# For the Administrator

# Please answer the following questions as yes or no, with additional details when necessary. At this time, the following information is known about the complaint.

Was the behavior unwelcome by the victim?

Click or tap here to enter text.

Do we currently know the impact that the behavior had on the victim?

Click or tap here to enter text.

Was there imbalance of power between the individuals involved?

Click or tap here to enter text.

Did the individual who engaged in bullying, harassing, or discriminating behavior have *intent* to cause physical, emotional, or social harm?

Click or tap here to enter text.

Is this a repeated pattern or without intervention likely to be repeated for the individual who engaged in bullying, discrimination, and/or harassment behavior?

Click or tap here to enter text.

Is this a repeated pattern or without intervention likely to be repeated for the individual who was victimized?

Click or tap here to enter text.

Based on information did the Threat Assessment team determine this incident was considered [bullying](https://go.boarddocs.com/wi/ecasd/Board.nsf/goto?open&id=CXDGF4428BE5), [discrimination](https://go.boarddocs.com/wi/ecasd/Board.nsf/goto?open&id=CXDGA5428B31), and/or [harassment](https://go.boarddocs.com/wi/ecasd/Board.nsf/goto?open&id=CXDGF3428BE2)?

Click or tap here to enter text.

Additional Information and/or Findings

Click or tap here to enter text.

**For the Administrator:**

Next steps to support the individual who was victimized:

Communication

Social Skills instruction

Functional Behavior Assessment

Communication skills instruction

Meet with school counselor (and/or other mental health team members)

Increased support by school staff

Other

Click or tap here to enter text.

Next steps for the individual who allegedly engaged in bullying, harassment, discrimination behaviors:

Communication

Social Skills instruction

Functional Behavior Assessment

Communication skills instruction

Meet with school counselor (and/or other mental health team members)

Increased support by school staff

Other

Click or tap here to enter text.

**Follow Up**

Follow-up to be completed between two and three weeks following the implementation of next steps outlined previously.

Other Notes: Click or tap here to enter text.

# At the time of follow up, please answer the following questions as yes or no. If no, what adjustments will be made to the plan?

Do the next steps for the person who engaged in bullying behavior appear to be effective?

Click or tap here to enter text.

Do the next steps for the person who was victimized appear to be effective?

Click or tap here to enter text.

Are there additional supports or changes that should be made for the individuals involved?

Click or tap here to enter text.