

Harassment/Bullying Incident Complaint Form

The State Department of Education (SDE) staff shall monitor school districts for compliance with the Oklahoma School Security Act 70 O.S. § 24-100.4, and may initiate a compliance review upon receipt of evidence which indicates frequent or systemic noncompliance with 70 O.S. § 24-100.4. Upon receipt of your complaint, SDE staff will review all information and documentation to determine whether there is evidence of noncompliance with state law. **The SDE does not have authority to investigate complaints of bullying or harassment. This information is submitted solely for purposes of monitoring compliance with state bullying statutes. All information below must be provided in order for your complaint to be evaluated by SDE staff. This complaint may be shared with District officials by SDE staff during the compliance review process.**

Complainant Information

Name: _____ Relationship: _____

Address: _____

Telephone: _____ E-Mail: _____

Incident Details

District: _____

School Name: _____

Date: _____ Time: _____ Room/Location: _____

Name of Student Affected: _____ Grade: _____ Class: _____

Student(s) Initiating Bullying/Harassment: _____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Witness: _____

Witness: _____

Witness: _____

Please list all witnesses including students and/or staff.

Type of Alleged Harassment

Racial Sexual Orientation Gender Disability

If you checked any item above and you are not getting help from the district, contact the US Department of Education's Office of Civil Rights to file a complaint.

Yes, this is a repeated offence.

No, this is a one-time incident.

Yes, the incident involved physical injury.

No, physical injury was not involved.

Check all spaces below that apply. Inappropriate behaviors include:

<input type="checkbox"/> Gesture, written, or verbal expression	<input type="checkbox"/> Verbal fight <input type="checkbox"/> Written or verbal threat <input type="checkbox"/> Written note <input type="checkbox"/> Written or verbal rumors <input type="checkbox"/> Seclusion <input type="checkbox"/> Embarrassing the student <input type="checkbox"/> Other: _____
<input type="checkbox"/> Physical Act	<input type="checkbox"/> Physical fight <input type="checkbox"/> Physical injuries <input type="checkbox"/> Other: _____
<input type="checkbox"/> Electronic communication	Identify the component used: <input type="checkbox"/> Cell phone <input type="checkbox"/> Audio or visual image <input type="checkbox"/> Instant message/email <input type="checkbox"/> Gaming <input type="checkbox"/> Social Networking <input type="checkbox"/> Blog <input type="checkbox"/> Other: _____
<input type="checkbox"/> Damage of student's property	<input type="checkbox"/> Property damage <input type="checkbox"/> Stolen or missing property <input type="checkbox"/> Other: _____
<input type="checkbox"/> Reasonable fear of harm to person or property	<input type="checkbox"/> Fear of harm to person <input type="checkbox"/> Fear of harm to property <input type="checkbox"/> Other: _____
<input type="checkbox"/> Disrupt or interfere with school's educational mission or the education of student.	<input type="checkbox"/> Changes in attendance: absences, tardies <input type="checkbox"/> Missing classes/parts of school day <input type="checkbox"/> Changes in grades <input type="checkbox"/> Changes in participation of school activities <input type="checkbox"/> Avoidance of elements: lunch, bus, recess <input type="checkbox"/> Other: _____

Additional details of the incident:

Was the affected student absent from school as a result of this incident?

Yes No

What was the reason? _____

How many days? _____

Documentation

Complainants will be required to submit documentation supporting the allegation that the school district is in violation of 70 O.S. § 24-100.4 and detailed information relating to whether the complainant has exhausted all remedies pursuant to Oklahoma law and the school district's policy.

Needed Documentation:

- Incident notification to district
- Correspondence regarding the incident to the teacher
- Correspondence regarding the incident to the counselor
- Correspondence regarding the incident to the principal
- Correspondence regarding the incident to the superintendent
- Letter requesting to appear before the district's board of education
- Minutes from the district's board meeting

If applicable with the incident:

- Physical evidence (notes, e-mails, web sites, audio, video, police report)

Complainants may submit this complaint form and supporting documentation by fax, email, or mail.

- a. Fax: (405) 521-2106
- b. Email: Kalee.Isenhour@sde.ok.gov
- c. Mailing address: Kalee Isenhour
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Oklahoma City, OK 73105