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Address:
P.O. Box 709
Palo Cedro, CA 96073

Bullying, Harassment, and Inappropriate Behavior Report Form

All students, parents, and staff at Chrysalis shall enjoy freedom from bullying and harassment as defined in Chrysalis policy and included in the Parent/Student handbook (the policy is attached at the end of this form for your reference). This also includes sexual harassment, which is a form of sexual discrimination (EC § 231.5). As part of this freedom, you have the freedom to file this confidential report form. We hope that the concerned person also talks to a teacher or administrator so the situation can be resolved quickly. However, you have the right to file this form at any time. All complainants are protected from retaliation so your identity as a complainant will remain confidential as appropriate. Please submit this to the Administrator by either in person or by e-mail.

I. Contact Information:

Name: _____
Address: _____
City: _____ Zip: _____
Home Phone: _____ Work/Cell Phone: _____
E-mail: _____

II. Reporter

You are filing this report on behalf of: _____
 yourself your child or a (student) another student a group

III. Details of Report

Please answer the following questions to the best of your ability. Attach additional sheets of paper if you need more space.

Please **describe** the inappropriate behavior that led to this report, including the situational context, in as much detail as possible:

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List the **individuals** involved in the incident(s)

List any **witnesses** to the incident(s):

Describe the **location where** the incident(s) occurred:

Please list **all the date(s) and times** when the incident(s) occurred or when the alleged acts first came to your attention:

Who have you talked to about this?

teacher administrator office staff others

If so, what was the outcome? _____

Signature of person filing complaint

Date

Received by:

Date Rec'd:

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The culture of Chrysalis is one of respect and kindness and we strive for this on all levels. We believe that students have the right to come to school and trust that they will not be bullied or teased for being themselves. Because of this, we take bullying very seriously. We teach our students to value themselves, each other, their teachers and the larger global community around them. We teach the value of positive encouragement and good teamwork. We support our students in effective conflict management and communication to overcome problems. We will not tolerate behavior that infringes on the safety or well-being of any student while on school grounds, or when traveling to and from school or a school-sponsored activity.

- “Harassment” adversely affects the ability of a pupil to participate in or benefit from Chrysalis’s educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect.
- “Bullying” adversely affects the ability of a pupil to participate in or benefit from Chrysalis’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress. All the following four components must be present to be bullying: a specific type of aggression (verbal, physical, psychological), behavior is intended to harm or disturb, carried out repeatedly, and imbalance of power (physical or psychological).

People witnessing or experiencing harassment or bullying are encouraged to report the incident. A report form is available here <http://www.chrysalisarterschool.com/forms> Complaints of harassment or bullying will be promptly investigated by staff. Any student who engages in harassment or bullying may be subject to disciplinary action, up to and including expulsion. Chrysalis prohibits retaliatory behavior against any complainant or any participant in the complaint process.

-- From the Chrysalis Parent/Student Handbook