

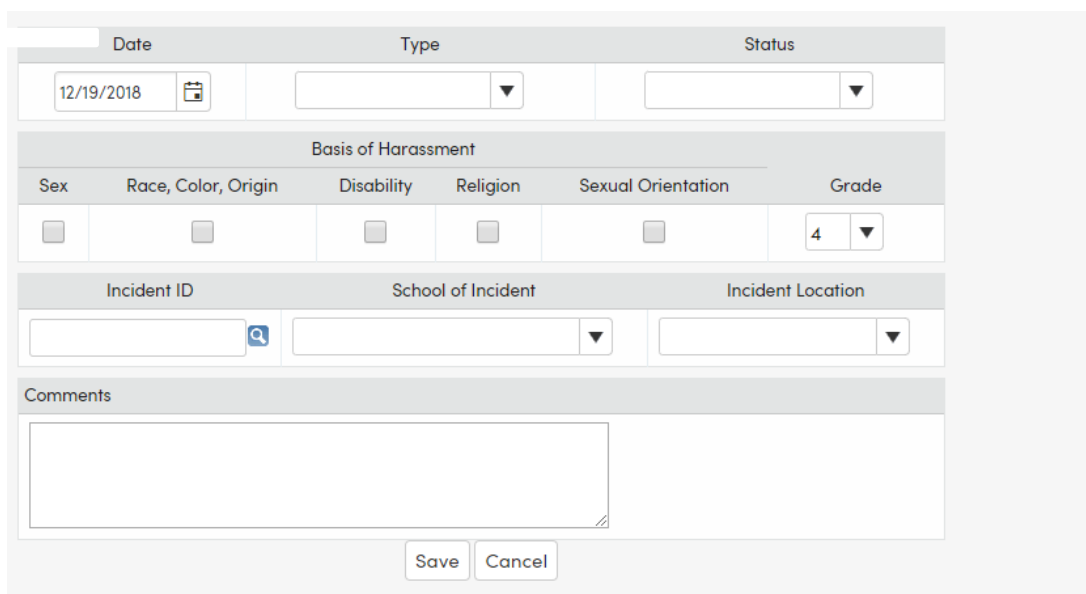
## The Use of the Victim/Witness Form Pertaining to the Civil Rights Data Collection

It is required that the school site update the Victims and/or Witnesses form as incidents happen involving students who have been the victims of harrassment or bullying. If there is an identifiable student who is linked with the incident through a discipline record, please populate the Incident ID as soon as it is available. RUSD is required to submit harrassment/bullying data if it is on the basis of sex, race/color/national origin, disability, beliefs, or sexual orientation as part of the Civil Rights Data Collection cycle for the U.S. Department of Education (USDOE).

Go to **View All Forms**, type in “Victim” and select “Victims and Witnesses” or in Student Data go to Guidance, then Victims (or Witnesses).

1. Select the **Type** of incident (01 Harrassment, 02 Bullying, 03 Stalking, or 04 Mobbing),
2. Select the **Status** as (01) Alleged or (02) Confirmed (please do not use 03 Pending)
3. Select the **Basis** as a) Sex, b) Race/color/national origin, c) Disability, d) Religion, or e) Sexual Orientation.

### Aeries Web:



#### Type

Harassment	01
Bullying	02
Stalking	03
Mobbing	04
Other	05

#### Status

Alleged	01
Confirmed	02
Pending	03

There does not need to be an associated discipline record to populate the Victim/Witness form; however, if there is a discipline incident the associated Incident ID can be entered, School of Incident and Incident Location.

It would be extremely helpful to type in as many comments about the incident that could inform the population of the Incident ID later on. The identifying information of the victim is extremely sensitive and should be kept secure at all times.

## The Use of the Victim/Witness Form Pertaining to the Civil Rights Data Collection

An **allegation** is a claim or assertion that someone has done something wrong or illegal, typically made without proof.

**Harassment or bullying on the basis of sex** includes sexual harassment or bullying and gender-based harassment or bullying. Sexual harassment or bullying is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment or bullying is nonsexual intimidation or abusive behavior toward a student based on the student's actual or perceived sex, including harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Both male and female students can be victims of harassment or bullying on the basis of sex, and the harasser or bully and the victim can be of the same sex. Bullying on the basis of sex constitutes sexual harassment.

**Harassment or bullying on the basis of race, color, or national origin** refers to intimidation or abusive behavior toward a student based on actual or perceived race, color or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of race, color, or national origin constitutes racial harassment.

**Harassment or bullying on the basis of disability** refers to intimidation or abusive behavior toward a student based on actual or perceived disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of disability constitutes disability harassment.

**Harassment or bullying on the basis of religion** refers to intimidation or abusive behavior toward a student based on actual or perceived religion. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of religion constitutes religious harassment.

**Harassment or bullying on the basis of sexual orientation** refers to intimidation or abusive behavior toward a student based on actual or perceived sexual orientation. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of sexual orientation constitutes sexual orientation harassment.

**Background:** The USDOE Office for Civil Rights monitors public schools with respect to discrimination on the basis of sex, race/color/national origin, disability, beliefs and sexual orientation. It also relies on the data as it investigates complaints, provides policy guidance, and monitors national trends in schools.

### Contact Info:

- Aeries Discipline table or Victim/Witness Form – Technology Services HelpDesk at ext. 81099
- Discipline Matters -
- Civil Rights Data Collection in RUSD - Research, Assessment and Evaluation at ext. 80800
- USDOE-OCR Civil Rights Data Collection - <http://www2.ed.gov/about/offices/list/ocr/data.html>