

# Wetzel County Schools

## Policy 2421 - Racial, Sexual, Religious/Ethnic Harassment and Violence Report Form

Instructions: For each substantiated report of harassment or violence, please complete this form for reporting purposes only and submit it to the WV Department of Education. The case number is to be recorded based on the order in which an incident is reported. For example the first reported incident of harassment or violence would be recorded as Case #1.

Case Number	School Code	County Code	Date of Occurrence
		092	

Victim Information					
Student	Staff	Public Member	Age	Grade	Gender

Type of Harassment			
Racial	Sexual	Ethnic	Religious

Brief Description of Incident(s)

	Yes	No
Police Report Filed		
Human Services Notified		

Violator Information					
Student	Staff	Public Member	Age	Grade	Gender

Record race, ethnicity or religion if relevant

Action Taken	
The following action(s) were taken or recommend. Mark all that apply.	
Student Discipline	Student Prevention & Intervention Education
Warning	Class Discussion
Counseling	School Assembly
Exclusion	Guest Speaker
Suspension	School Project
Expulsion	Unified School Improvement Plan Modified
After-School Suspension	
Other-Arranged seating during classes and lunch	Written Report defining sexual harassment and the affects on the victim
Staff Discipline	
Written Reprimand	
Probation	
Suspension	
Termination	

\_\_\_\_\_  
*Superintendent's Signature*

\_\_\_\_\_  
*Date*

**Please return this report within 2 weeks of complete of investigation to:**

Melanie Purkey, Executive Direction

WV Department of Education, Office of Healthy Schools

Building 6 Room 309 - 1900 Kanawha Boulevard, East - Charleston WV 25305-0330