

**Anti-Bullying/Harassment - Students**

Harassment and bullying of students is against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status

This policy is in effect while students are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

## **Anti-Bullying/Harassment - Students**

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The principal will be responsible for handling all complaints by students alleging bullying or harassment.

It also is the responsibility of the principal to develop procedures regarding this policy. The principal also is responsible for organizing training programs for students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The principal will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion on the school or school district's web site,  
and a copy shall be made to any person at the Building Principal offices.

Date of Adoption: October 11, 1994

Date of Revision: January 3, 2006

Date of Revision: March 13, 2007

Date of Revision: August 14, 2007

### **Student Anti-bullying/Harassment -- Investigation Procedures**

Students who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - tell a teacher, counselor or principal; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser did;
    - witnesses to the harassment;
    - what the harasser said or did, either at the time or later;
    - how the student felt; and
    - how the harasser responded.

#### **COMPLAINT PROCEDURE**

Students who believe they have been harassed shall notify their principal. The alternate investigator is the secondary guidance counselor, Connie Steinbach. The principal may request that the student complete the Harassment Complaint form and turn over evidence if available of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible.

The principal has the authority to initiate a harassment investigation in the absence of a written complaint.

#### **INVESTIGATION PROCEDURE**

The principal shall reasonably and promptly commence the investigation upon receipt of the complaint. The principal shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The principal may also interview witnesses as deemed appropriate. Upon completion of the investigation, the principal shall make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the appropriate people.

#### **RESOLUTION OF THE COMPLAINT**

Prior to the determination of the appropriate remedial action, the principal may, at the his/her discretion, interview the complainant and the alleged harasser. The principal shall file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant and the alleged harasser shall be informed of the conclusions of the investigation.

**Student Anti-bullying/Harassment -- Investigation Procedures**

POINTS TO REMEMBER IN THE INVESTIGATION

- \* Evidence uncovered in the investigation is confidential.
- \* Complaints must be taken seriously and investigated.
- \* No retaliation will be taken against individuals involved in the investigation process.
- \* Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the principal is a witness to the incident, the designated investigator will be assigned the complaint.

Date of Adoption: October 11, 1994

Date of Revision: January 3, 2006

Date of Revision: August 14, 2007

**Procedures for Reporting Harassment- Students**

Students shall follow these procedures when reporting harassment:

Step 1: Communicate to the harasser that you expect the behavior to stop. May do so verbally or in writing. If this is too difficult to do alone, seek help from a teacher, counselor, or principal.

Step 2: If the behavior is repeated, do all of the following:

- a. Tell a teacher, counselor, or principal.
- b. Documentation includes: exactly what happened and keep a copy for yourself and give one to the teacher, counselor, or principal.

What happened.

What you said/did.

When it happened.

How you felt.

Where it happened.

How harasser responded.

Who harassed.

Note exactly what was said.

List witnesses' names.

- c. Write a letter to the harasser telling him/her what to stop. Keep a copy for yourself and give one to the teacher, counselor, or principal you contacted.

Step 3: If the behavior is repeated, go to a higher authority (i.e., Building Principal, Central Office Administrators).

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**STUDENT ANTI-BULLYING/HARASSMENT COMPLAINT FORM  
(Principal)**

Name of person filing complaint:

Position of complainant:

Date of complaint:

Name of alleged harasser:

Date and place of incident or incidents:

Description of misconduct:

Name of witnesses (if any):

Evidence of harassment, i.e., letters, photos, etc. (attach evidence if possible):

Any other information:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature:

Date:

You may contact an administrator or counselor if needing help in completing this form.

**ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM  
(Principal)**

Name of witness:

Position of witness:

Date of testimony, interview:

Description of instance witnessed:

Any other information:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature:

Date: