

Reporting Requirements and Procedures

Any school employee who has reliable information that would lead a reasonable person to suspect that a person is a target of bullying shall immediately report it to administration. A written report shall be submitted to a designated administrator within 24 hours if (a) measures confirm a staff member's concerns that a student is being bullied, (b) a staff member receives a report of a bullying matter, or (c) a staff member observes a bullying incident.

The procedures for a student and parent, guardian, relative caregiver, or legal guardian to provide information on bullying activity shall be as follows:

1. If a child complains of bullying while it is happening, the staff member shall respond quickly and firmly to intervene, if safety permits, if the situation appears to that staff member to involve bullying or real fighting.
2. If a child expresses a desire to discuss a personal incident of bullying with a staff member, the staff member shall make an effort to provide the child with a practical, safe, private, and age-appropriate method of doing so.
3. A letter box shall be placed in a place or places selected by the Coordinating Committee so that students who feel unable to talk to any staff can have a point of contact. Information found in the box shall be treated with care and a staff member or members shall be designated to be responsible for this information. Blank "Bullying: Request for Support" forms shall be available to all students but shall not be required for a report.
4. Written complaints shall be reasonably specific as to actions giving rise to the complaint and should include information as to:
 - a. Conduct involved
 - b. Persons involved, designated bully, target, and bystanders' roles
 - c. Time and place of the conduct alleged, number of incidents
 - d. Names of potential student or staff witnesses
 - e. Any actions taken in response.
5. Anyone may report bullying and a report may be made to any staff member. Staff members should encourage that reports of bullying be made in writing.
6. Each principal shall designate a person or persons responsible for responding to bullying complaints.
7. **Every identified complainant who files a written complaint with a staff member shall receive a written explanation of results to the extent that it is legally allowed and shall be given an opportunity to inform the designated person as to whether or not the outcome was satisfactory.**
8. **Every confirmed bullying incident shall be recorded in e-School, which shall provide a central record for designated staff to read. This record shall give an indication of patterns which may emerge of both bullies and victims. Formal**

disciplinary action solely based on an anonymous report shall not be permitted. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.

Investigative Procedures

Each school shall have a procedure for the administration to promptly investigate in a timely manner and determine whether bullying has occurred. Such a procedure shall include the following steps:

- All complaints shall be appropriately investigated and handled consistent with due process requirements.
- Each principal shall designate a person or persons to be responsible for responding to bullying complaints.
- Neither complainant nor witnesses shall be promised confidentiality at the onset of an investigation; however, efforts shall be made to increase the confidence and trust of the person making the complaint.
- Whenever practical, the investigating person shall make efforts to ***document the bullying from several sources***. Student victims may have a parent or trusted adult with them, if requested, during any investigatory activities.
- After receiving notice of the suspected bullying, the designated person shall review the complaint in conjunction with any other related complaints and reasonable steps shall then be taken by the designated person to verify the information and to determine whether the information would lead a reasonable person to suspect that a person has been a victim of bullying.
- Once the administrator has confirmed that a person has been the victim of bullying, the administrator shall take prompt investigatory steps to determine who committed the acts of bullying and whether others played a role in perpetuating the bullying. The administrator shall avoid forewarning the student suspects and shall interview suspects separately and in rapid succession.
- After identifying those who committed the act or acts of bullying, the administrator shall apply disciplinary action and the range of consequences identified in this policy (below). The bully shall be informed that graduating consequences will occur if the bullying continues.
- The administrator shall keep a written record of the bullying incident and any disciplinary actions taken, as well as a record of any written statements of those committing the bullying, victims, and witnesses. Discussions with all parties shall be documented as soon as possible after the events. The school shall not destroy or discard any material records or evidence while a criminal investigation into or prosecution relating to the incident is ongoing.
- A follow-up shall be completed two weeks after an incident to determine whether the bullying has continued and whether additional consequences are needed. An additional follow-up shall occur in two months, regardless of whether new incidents have been reported.
- **Each confirmed incident shall be recorded in e-School.**

- All confirmed bullying incidents shall be reported to the Department of Education by the principal or the principal's designee within five working days pursuant to Department of Education regulations.
- The Superintendent or Superintendent's designee shall report monthly to the Board on the number of bullying incidents reported through e-School. The report shall be distributed to the Board one week prior to the regular Board meeting.

Non-Classroom Supervision

To the extent that funding is available, each school shall develop a plan for a system of supervision in non-classroom areas. The plan shall provide for the review and exchange of information regarding non-classroom areas.

Consequences for Bullying

Consequences for bullying shall be immediately and consistently applied and shall be delivered in a non-hostile manner. Consequences shall take into account such factors as the nature and severity of the behaviors; the degrees of harm; the student's age, size, and personality (including development and maturity levels of the parties involved); surrounding circumstances and the context in which the incidents occurred; prior disciplinary history and incidences of past or continuing patterns of behavior; relationships between the parties involved (including any imbalance of power between the perpetrator and victim); and ease of use for staff (within available resources and time constraints).

The appropriate range of consequences for bullying shall be as follows:

1. Removal of positive reinforcers (e.g., time-out, loss of a privilege)
2. Use of negative consequences, which may include:
 - a. Rebuke or verbal reprimand clearly specifying what is not acceptable and consequences if repeated
 - b. Notice to parent
 - c. Serious talk with school staff member, with or without parents present
 - d. Supervised break times
 - e. Behavioral report cards sent home or creation of a behavior contract
 - f. In-school suspension
 - g. Detention
 - h. Reassignment of seats in class, lunch, or on bus
 - i. Forbidden to enter certain areas of school
 - j. Reassignment of classes
 - k. A referral to an external agency
 - l. Reassignment to another school, or another mode of transportation

- m. Expulsion
- n. Report to law enforcement officials

In addition—but never as replacement for disciplinary action—formative activities shall be given, which may include:

1. Reparation to the victim in the form of payment for or repair of damage to possessions out of the bully's own money
2. Cooperation with assessment of problems
3. Education about what bullying is and why it is not acceptable
4. Documentation on books or films about bullying
5. Completion of bully related workbooks
6. Completion of letter of acknowledgement of actions to the victim (only after reviewed by staff and never in cases of sexual bullying)
7. Completion of psychological assessment or evaluation
8. Completion of counseling (in house or referral to an outside agency, individual, or family)
9. Cooperation with a behavioral management program developed in consultation with a mental health professional
10. Submission to a psychological, psychiatric, or neuropsychiatric evaluation before the bully can return to school
11. Completion of community service

The District believes that positive consequences should be given when students are obeying the rules about bullying. These consequences may include enthusiastic, concrete, behavior-specific praise or creative consequences that are truly positive for students considering their age, sex, and maturity level.

The District believes that victims should be given support. If bullying is suspected, staff members shall make an effort to:

1. Find a private opportunity for discussion with the victim.
2. Discuss with the victim what support he/she needs.
3. Ensure the victim's safety.
4. Record the event and follow through with actions.
5. Provide the victim with opportunities to gain peer support.
6. Refer the victim to available in-school help.
7. Provide the victim with an opportunity to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face to face, if the victim chooses to do so.
8. Make referrals to external agencies if necessary.
9. Provide the victim with information for mental health or medical treatment needs.

Notification of Parents

A parent, guardian, relative caregiver, or legal guardian of any target of bullying or person who bullies another shall be notified.

Retaliation

Retaliation following a report of bullying shall be prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

Bullying Investigation Quick Steps

1. When students or parents report bullying to school employee, the report shall be investigated promptly.
2. School administrators, guidance counselors, and interventionists may interview the reported bully and the student who is bullied separately in a safe, non-threatening manner.
3. All reports of bullying are to be entered into E-School under the student discipline tab
 - a. Be sure to list both the offender(s) and victim(s) on the appropriate tab when reporting incidents.
4. In the event bullying allegations are substantiated, school administration shall act swiftly in applying consequences as they are outlined in the student code of conduct.
5. Parents of both the bully and victim must be contacted and kept aware of the progress/outcome of investigations.
 - a. School representatives are not to share personal information such as full name, student ID#, DOB, or past discipline data about the bully or the victim to other parents or parties. **ALL STUDENTS HAVE A RIGHT TO CONFIDENTIALITY.**
6. Provide interventions for both