

APPENDIX

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ANTI-BULLYING

Clay Community School Corporation

Anti-Bullying Information

I. Policy Statement

The school board prohibits acts of bullying of a student. The school board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

II. Definitions

1. Bullying

- a. As defined by the school corporation, bullying means aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.
- b. As defined by IC 20-33-8-.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - i. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - ii. Has a substantially detrimental effect on the targeted student's physical or mental health;
 - iii. Has the effect of substantially interfering with the targeted student's academic performance; or
 - iv. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
- c. This term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:
 - i. Participating in a religious event.
 - ii. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
 - iii. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.

- iv. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
- v. Participating in an activity undertaken at the prior written direction of the student's parent.
- vi. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

III. Provisions

1. The school corporation has adopted discipline rules in compliance with IC 20-33-8-13.5 that prohibit bullying and include provisions concerning education, parental involvement and intervention. These discipline rules shall apply regardless of the location in which the bullying occurred when the bully and the targeted student are students at a school within the school corporation, or disciplinary action is reasonably necessary to avoid substantial interferences with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.
2. The principal at each school within the school corporation shall implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of bullying, consistent with the code of student conduct, as well as the consequences and remedial responses for staff members who commit one or more acts of bullying. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.
3. The principal at each school within the school corporation shall be responsible for designating a member of his/her staff to receive all complaints alleging violations of this policy.
4. All corporation and school employees, volunteers and contracted service providers who have contact with students are required to report alleged violations of this policy to the principal or the principal's designee on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. A written report of the incident shall be submitted to the school principal or principal's designee within one (1) school day of submitting the verbal report.
5. Students, parents and visitors of a school within the school corporation are encouraged to submit a written report of alleged violations of this policy to the principal (or principal's designee) on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. Such a report may be made anonymously. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.

6. Any corporation and school employee, volunteer or contracted service provider who promptly reports an incident of harassment, intimidation or bullying, and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.
7. The principal or designee shall conduct a thorough and complete investigation for each report of an alleged incident of bullying received. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible. The principal shall submit the report to the superintendent of the school corporation after the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education.
8. Each school within the school corporation shall record the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying and electronic or written communication bullying. Each school shall report this information to the school corporation superintendent who will annually report the information as required by the Indiana Department of education. Information shall be submitted to the Indiana Department of Education by July 1 of each year.
9. The principal shall provide the parents of the students who are parties to the investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of bullying, and whether consequences were imposed or services provided to address the bullying incident if the evidence of bullying was substantiated. This information is to be provided in an expedited manner.
10. Any corporation and school employee, volunteer or contracted service provider who receives a report of harassment, intimidation, or bullying from a student, parent, visitor or colleague, and fails to initiate or conduct an investigation, or who witnesses or observes a bullying incident and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.
11. The school board recognizes that some acts of bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from positive behavioral interventions up to and including suspension or expulsion.

12. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce bullying and enhance school climate, enlist parent corporation and involvement or take other appropriate action). Intervention and support implemented by the principal or his/her designee should include follow up services to both the targeted student and the bully. The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.
13. The principal of each school within the school corporation is authorized to acknowledge and respond to instances of false reporting of alleged bullying incidents. The principal is expected to respond with consequences and remedial actions regarding any person found to have falsely accused another as a means of bullying as permitted under P.L. 285-2013 for:
 - a. Students – Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion.
 - b. School Employees – Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with corporation policies, procedures and agreements.
 - c. Visitors or Volunteers – Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.
14. The superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The superintendent shall post a link to the policy that is prominently displayed on the home page of the school corporation's website. The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.
15. Each school within the school corporation shall disseminate the anti-bullying policy and bullying prevention instruction to all students in grades 1-12 within the school no later than October 15th of each school year. It is expected that anti-bullying information will be part of a more comprehensive bully prevention effort.
16. Each school within the school corporation shall provide annual training on this policy and bullying prevention and intervention instruction to corporation and school employees,

volunteers and contracted service providers who have direct and on-going contact with students.

17. The school board of the school corporation understands that the characteristics and resultant needs of each school within the corporation will continue to evolve, and that the existing base of knowledge regarding bullying prevention and intervention will continue to grow. Research on bullying prevention practices will continue to emerge, and the data on the nature of bullying behaviors will continuously change. It is essential that school corporation administrators and school officials regularly review available bullying prevention and intervention data. Additionally, school administrators are expected to collect and analyze in-house data regarding bullying incident investigations, incident frequency and the effects of the corporation's efforts to address bullying behaviors. Through data-driven practice, administrators will be best qualified to determine the need for changes to policies and procedures and to institute improvements to prevention and intervention programs and approaches.

Bullying Investigation Procedures:

1. Reporting of allegations of student bullying

All reports must be written (and submitted to the school) in person or via e-mail using the *Bullying Prevention and Intervention Incident Form*. Reports must be promptly and appropriately investigated by school administrators or the administrative designee, consistent with due process rights, using the *Bullying Investigation Form* within one (1) school day after receipt of a *Bullying Reporting Form*. Copies of the *Bullying Reporting Form* can be requested from the school or downloaded from our website and submitted via e-mail.

*Employees are required to make a report (verbally or by completed report form) **within the same day** that they have observed or become aware of an alleged incident of bullying. If the incident was verbally reported, the verbal report should be followed up with a completed bullying incident report form, completed by the same employee **within one school day**.

2. Investigation of Alleged Incidents

All allegations of bullying must be promptly and thoroughly investigated by the local school. The investigation must be documented using the *Bullying Prevention and Intervention Incident Form* and include all notes or communication logs related to the specific incident.

The following actions are to take place in order to allow the school administration/designee to determine the appropriate course of action to address the behavior. School administrators or the administrative designee will determine whether bullying occurred by taking the following steps:

Step 1. Notify parents or legal guardians of both the targeted student(s) and the accused within one (1) business day after receiving the report of suspected bullying. Document the date, time, and method in which contacted.

Step 2. Meet individually with the victim, the accused and any witnesses to gather information using the *Bullying Reporting Form* regarding the allegation.

Step 3. Document findings from the investigation on the *Bullying Reporting Form*.

Step 4. Indicate findings of the investigation.

Step 5. For the perpetrator – Describe actions taken and consequences received

Step 6. For the victim - Describe Safety Planning.

Step 7. Notify parents or legal guardians of both the targeted student(s) and the accused with results of the investigation. Document date, time, and method in which contacted.

Step 8. Document outcomes on PowerSchool and SWIS.

Step 9. Submit a copy of the completed *Forms* to the Office of the Assistant Superintendent.

Step 10. Copies of the forms **MUST** be maintained in the principal's confidential file.

3. Parental Notification

The school administrator/designee will immediately notify parent/guardian of the victim and the parents of the offender of the incident.

- a. The parent/guardian of the victim will be informed of the specific steps that the school will take to intervene, interrupt and monitor the behaviors.
- b. The parent/guardian of the offender will be informed of the specific steps that the school will take to intervene, interrupt, and monitor the behaviors as well as the proposed consequences as stipulated in the Students' Handbook.
- c. The parent/guardian of the victim may be invited to participate in the development of an intervention plan for their child.
- d. The parent/guardian of the offender may be invited to participate in the development of an intervention plan for their child.
- e. The parent/guardian will be provided with a copy of the intervention plan developed for their child.

4. The ensuing follow-up actions may be recommended by the principal or principal's designee:

Intervention Strategies for Targets

- Ongoing individual support (school counselor/school social worker)
 - Resiliency skill development
 - Self-Esteem development
- Outreach to parents to provide resources/information: Encourage a team approach to support
- Increase School Connectedness
 - Involvement in after-school programs: Assist in helping student to find clubs/groups/activities
- Provide resources for community organizations or community resources (i.e., additional counseling)
- Referral to a mentoring program (peer or adult mentoring)

Intervention Strategies for Students Exhibiting Bullying Behaviors

- Psycho-educational Individual Support
 - Empathy Building/Training
 - Focus on increasing emotional intelligence
 - Communication Skills Development
 - Knowledge of Impact of Bullying on Others
- Provide clear and consistent consequences to all student bullies
- Increase School Connectedness
 - Involvement in after-school programs: assist in helping student finding clubs/groups/activities
- Positive Behavioral Interventions and Supports (PBIS)
- Referral to a mentoring program (peer or adult mentoring)

Clay Community Schools

BULLYING REPORTING FORM

Bullying as defined by IC 20-33-8-0.2 means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile student environment.

Today's Date: _____ School: _____

1. Name of Reporter/Person Filing the Report: *This line may be left blank if an anonymous report is being made*
(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

2. Check whether you are the: Target of the behavior Reporter (not the target)

3. Check whether you are a: Student Staff member (specify role) _____
 Parent Administrator Other (specify) _____

Your contact information/telephone number: _____

4. If student, state your school: _____ Grade: _____

5. If staff member, state your school or work site: _____

6. Information about the Incident:

Type of bullying (check all that apply):

Verbal Physical Social/Relational Written or Electronic

Name of Target (of behavior): _____

Name of Aggressor (Person who engaged in the behavior): _____

Dates of Incidents: _____

Time When Incidents Occurred: _____

Location of Incidents (Be as specific as possible): _____

7. Witnesses (List people who saw the incident or have information about it):

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.

Clay Community Schools

BULLYING INVESTIGATION FORM

Bullying as defined by IC 20-33-8-0.2 means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile student environment.

INVESTIGATION

Investigator(s): _____ Position(s): _____

<u>Steps in the Investigation</u>	<u>Date</u>	<u>Initials</u>
<p>Step 1. Notify parents or legal guardians of both the targeted student(s) and the accused, within one (1) business day after receiving the report of suspected bullying. Document date, time, and method in which contacted.</p> <p><i>Note: The school district is not authorized to disclose to a target, private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of all students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.</i></p> <p>Target Parent Name _____ Phone _____</p> <p>Aggressor Parent Name _____ Phone _____</p>		
<p>Step 2. Meet individually with the victim, the accused and any witnesses to gather information using the <i>Bullying Reporting Form</i> regarding the allegation.</p> <p>It is recommended that the complainant is interviewed first. Document the following:</p> <ul style="list-style-type: none"> a. Age, grade, gender b. Description of the incident(s) c. Where and when the alleged incident(s) occurred d. The identity and number of individuals who participated in the bullying/ harassment behavior e. Context in which the alleged incident(s) occurred f. How often the conduct occurred g. Past incident(s) or past continuing patterns of behavior h. The relationship between the parties involved i. Any witnesses j. Whether the alleged victim felt the incident is affecting their ability to learn k. Whether the alleged victim felt an imbalance of power (victim felt he/she had no power to stop the bullying/harassment) <p>Separately interview the accused. Document the following:</p> <ul style="list-style-type: none"> a. Age, grade, gender b. Description of the incident(s) c. Where the alleged incident(s) occurred d. Context in which the alleged incident(s) occurred e. How often the conduct occurred f. Past incident(s) g. The relationship between the parties involved h. Any witnesses <p>Interview any person who witnessed the bullying incident, has knowledge of the bullying incident, or who may have related information.</p>		

CONCLUSIONS FROM THE INVESTIGATION

Steps in the Investigation	Date	Initials
Step 4. Indicate findings of the investigation:		

Found grounds to substantiate the report as a bullying incident

Incident was: Verbal Physical Social/Relational Written or Electronic

Did not find grounds to substantiate the allegations

Did not find enough information to make a judgment on the allegations

Step 5. For the perpetrator – Describe actions taken and consequences received:		
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Step 6. For the victim - Describe Safety Planning Document actions taken to protect the victim in a written safety plan. If the bullying incident was unsubstantiated, it is recommended that a safety plan still be put in place as a preventative measure to ensure the student feels safe and secure at school.		
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Follow-up with Target: scheduled for _____ **Initial and date when completed:** _____

Follow-up with Aggressor: scheduled for _____ **Initial and date when completed:** _____

Step 7. Notify parents or legal guardians of both the targeted student(s) and the accused with results of the investigation. Document date, time, and method in which contacted.		
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Target's parent/guardian **Date:** _____ Aggressor's parent/guardian **Date:** _____

Assistant Superintendent **Date:** _____ Law Enforcement **Date:** _____

Step 8. Document outcomes on PowerSchool and SWIS. Report the bullying incident in the district discipline systems using the codes for substantiated or unsubstantiated bullying or harassment. Include basis of incident if it was gender, race or disabled related.		
Step 9. Submit a copy of the completed <i>Forms</i> to the Office of the Assistant Superintendent.		
Step 10. Copies of the forms MUST be maintained in the principal or designee's confidential file.		

Signature and Title: _____ **Date:** _____