

## **Harassment, Intimidation and Bullying**

**JFCB**

Crook County School District No. 1 is committed to a safe and civil educational environment for all students, employees, volunteers and patrons. It is also committed to stay free from harassment, intimidation, or bullying. Harassment, intimidation or bullying means any intentional gesture or any intentional written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of:

- Harming student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage;
- Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school; or
- Is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or group of students.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, spoken or physical actions. "Intentional acts" refers to the individual's choice to engage in that act. "Written" acts include, but are not limited to, handwritten or typed communications, e-mails, text messages, blogs and other forms of electronic communications.

"School" as used in this policy includes a classroom or other location on school premises, a school bus or other school related vehicle, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the child.

Students shall conduct themselves according to the rules and policies of the school district, and shall conduct themselves in a respectful manner toward staff and other students.

Students who engage in bullying, harassment or intimidation shall be subject to disciplinary action up to and including suspension or expulsion. Counseling, corrective discipline, referral to law enforcement, proven best practice, and/or other administrative insight may be used to positively influence (or change if possible) the behavior of the perpetrator and remediate the impact on the victim. This may include, but is not limited to, appropriate interventions, restoration of a positive climate, student-based programs, anti-bullying programs, mentor based initiatives, code-of-conduct initiatives, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitute violations of this policy.

Students who witness harassment, intimidation or bullying of another student shall report that conduct to a teacher, principal or other school staff member as soon as possible. The staff member who receives the complaint shall request that the student make a written report describing the conduct they witnessed, including but not limited to, the date, time and location of the incident, and the names of the students involved, to the extent possible. If the complaining student chooses not to file a written report, the staff member shall ask the student to verbally describe the incident, including the information described above. The staff member shall then forward that information, including the written report, if any, to the building principal,

who shall immediately investigate the complaint, or designate another staff member to investigate the complaint.

Students may anonymously report any harassment, intimidation or bullying. They may call the state's school safety tip line at 1-800-78-CRIME or leave an anonymous report with a staff member or administrator. Anyone making or receiving any anonymous report shall provide or collect as much information as possible, including but not limited to, a description of the conduct, the date, time and location of the incident and the names of the individuals involved. Disciplinary action shall not be taken against a student based solely on the basis of an anonymous report. Once a staff member receives a report of harassment, intimidation or bullying, the report shall be immediately given to the building principal, who shall initiate an investigation or designate another staff member to investigate the complaint.

During the investigation, the principal or his/her designee shall interview witnesses, including, but not limited to, the alleged victim and the student(s) alleged to have engaged in the harassment, intimidation or bullying. The person conducting the investigation shall prepare a written report of the findings and conclusions of the investigation. If the person who conducts the investigation determines that a student or students engaged in harassment, intimidation or bullying, the building principal shall take appropriate disciplinary action toward the student or students.

The district strictly forbids retaliation or reprisal against a student or other individual who makes a good faith report or complaint of harassment, intimidation or bullying. Anyone who engages in such retaliation or reprisal against an individual who makes a report of harassment, intimidation or bullying shall be subject to discipline, up to and including suspension or expulsion.

When a student reports that he or she has been harassed, bullied or intimidated in violation of this policy, the principal shall schedule a meeting with a student, student's parent(s), the student's teacher(s), and other appropriate staff members as determined by the principal, to discuss steps or strategies to protect that student from additional harassment, intimidation or bullying and from retaliation.

Any student who is found to have made a deliberate or intentional false accusation, report or complaint is subject to discipline, up to and including suspension or expulsion. At the start of each school year, students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying, and their responsibilities under this policy. This policy shall be included in the student handbook and shall also be available to the public on the school district's web site. Parents shall be provided with copies of this policy and its associated procedures.

The school district shall incorporate training and education on this policy in its professional development programs and the policy shall be provided to volunteers and other non-certified employees of the district who have significant contact with students.

Legal Reference: W.S. §21-4-311 through 21-4-315

Adopted: November 16, 2009