

# Bullying and Harassment POLICIES AND PROCEDURES

Susan Adams, Chief Operating Officer

# What policies and procedures have changed?

- Anti-harassment Policy and Guidelines
- Bullying Policy and Guidelines
- Non-Discrimination Policy and Guidelines

# Bullying involves—

*unwanted, aggressive, targeted behavior among school aged children. It involves a real or perceived power imbalance and the behavior is repeated, or has the potential to be repeated, over time.*



VERBAL



PHYSICAL



RELATIONAL



PROPERTY



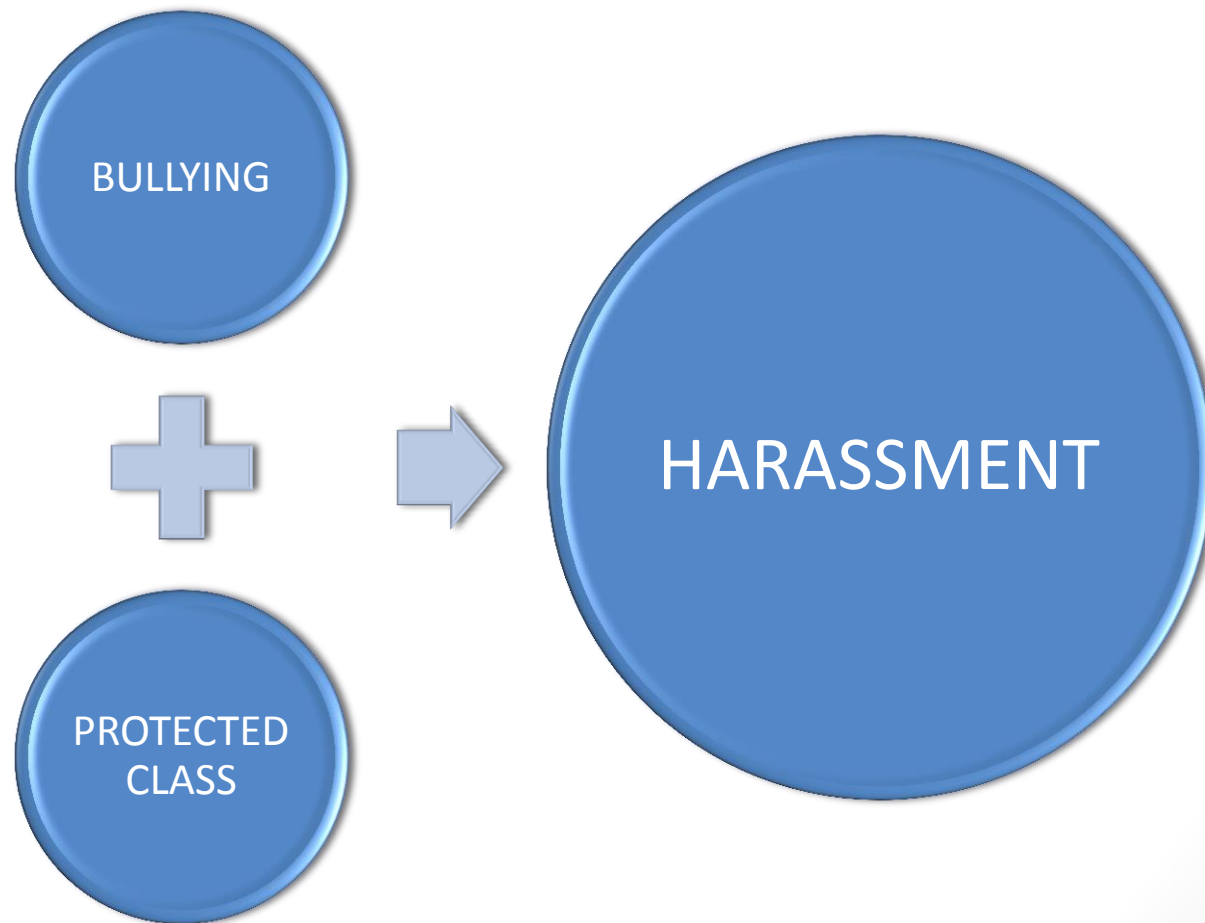
CYBER

# Harassment involves—

*unwelcome conduct directed to a person or group of persons based on the actual or perceived membership in a protected class of a person, the person's family, or individuals with whom the person associates.*

[www.stopbullying.gov/prevention](http://www.stopbullying.gov/prevention)

# Bullying and Harassment— Similarities and Differences



# Harassment: Protected Classes

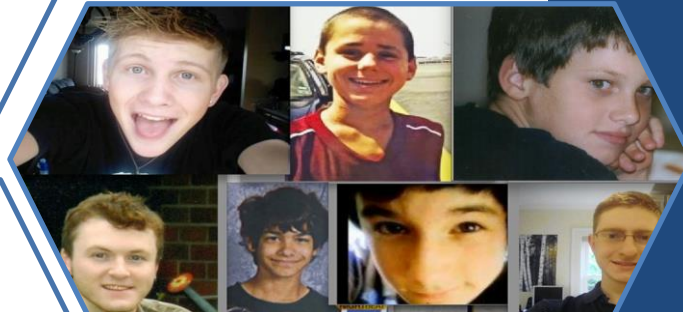
Race/Color



Sex/Gender



RELIGION



DISABILITY



LANGUAGE



NATIONAL ORIGIN



# Complaints/Reporting

- Any individual who believes a student has been or is the victim of discrimination, bullying, harassment, hazing, or similar conduct should immediately report the situation to the building principal or designee (acting as the school-level nondiscrimination coordinator), the District Nondiscrimination Coordinator(s), or the Superintendent, and/or complete the School District's Harassment, Intimidation and Bullying report form, which is available online at [www.msdecatur.k12.in.us](http://www.msdecatur.k12.in.us).
- A complaint may be filed by any student, parent, employee, or other individual with knowledge of the alleged conduct. Any student may also report concerns to teachers and other school staff, who will be responsible for notifying the building principal or designee, acting as the school-level nondiscrimination coordinator, for review, investigation and action.

# Additional Important Points

- No School District employee will permit, condone, or tolerate discrimination, harassment, bullying, hazing, or similar conduct.
- Any School District employee who observes an act of discrimination, harassment, bullying, hazing, or similar conduct will intervene to attempt to stop the act and will report it to the appropriate person, as specified above. Likewise, any employee who receives a report of an act of discrimination, harassment, bullying, hazing, or similar conduct, will report it to the appropriate person in the reporting procedure.

# What if a student is consenting to the prohibited conduct?

- Apparent permission or consent by a student subjected to discrimination, harassment, bullying, hazing, or similar conduct does not lessen the prohibitions contained in this policy.



# What happens after the complaint is received?

- Upon receipt of a complaint or report of discrimination, harassment, bullying, hazing, or similar conduct, the school district will undertake or authorize an investigation by the building principal or designee, acting as the school-level nondiscrimination coordinator, the District Nondiscrimination Coordinator(s), or a third party designated by the school district.

# Investigation Findings and Possible Action Steps

- If the investigation finds an instance of discrimination, harassment, bullying, hazing, or similar conduct has occurred, it will result in prompt and appropriate disciplinary action or other non-disciplinary interventions and support.
- This may include up to expulsion for students, up to discharge for employees, up to exclusion for parents, guests, volunteers, and contractors, and up to removal from any official position and/or a request to resign for School Board members.
- Individuals may also be referred to law enforcement officials where appropriate.

# Timeline for the Investigation

- The investigation process will begin within two (2) school days after the complaint is made.
- The investigation will be completed within thirty (30) calendar days of the complaint being received.

# Notification of Investigation Results

- The building principal or designee, acting as the nondiscrimination coordinator, or the District Nondiscrimination Coordinator(s), will notify the parent/guardian of the targeted student(s) when the investigation has concluded, including, where appropriate, information on the actions taken to resolve the complaint.
- When providing such notification, the District employees will take care to respect the statutory privacy rights of all students, including the targeted student, the student(s) who engaged in the prohibited conduct, and witnesses.

# Notification of Investigation Results (cont.)

- If after investigation, the district determines that a student has engaged in prohibited discrimination, harassment, bullying, hazing, or similar conduct, the building principal or designee, acting as the school-level nondiscrimination coordinator, or the District Nondiscrimination Coordinator(s), will notify that student's parent/guardian of that finding.
- If disciplinary consequences or non-disciplinary interventions and supports are imposed against such student, a description of such discipline will be included in the notification.
- In providing such notification, the District employees will take care to respect the statutory privacy rights of all students, the targeted student, the student(s) who engaged in the prohibited conduct, and witnesses.

# No Retaliation Permitted!

- Retaliation against any person who reports, or is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of discrimination, harassment, bullying, hazing, or similar conduct, is prohibited and will not be tolerated.
- Such retaliation will be considered a serious violation of School Board policy and independent of whether a complaint is substantiated.
- Suspected retaliation will be reported and investigated in the same manner as discrimination, bullying, harassment, hazing, or similar conduct.

# Privacy/Confidentiality

- The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School Board's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.
- All records generated under the board policies prohibiting discrimination, harassment, bullying, hazing, and similar conduct, and their related administrative guidelines, if any, will be maintained as confidential to the extent permitted by state and Federal law.

# Programming

- The School District will implement annual bullying/harassment prevention and character development education programs for students to prevent and reduce policy violations.
- Such programs will offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- The programs will also address issues related to diversity and discrimination, bullying, and harassment based on students' membership in the protected classes set forth in the District Policy on Nondiscrimination.



# Programming (cont.)

- To the extent that State or Federal funds are appropriated for these purposes, the School District will provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students.
- Time spent by school staff in these training programs will apply toward mandatory continuing education requirements.

# Questions or Concerns!

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