

## **HARASSMENT and BULLYING OF STUDENTS**

### **Introduction**

The Dodgeville School District shall strive to provide a safe, secure and respectful learning environment for all students in school buildings, on school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on the bullies, the victims and the bystanders. The district will consistently and vigorously address bullying so that there is not disruption to the learning environment and learning process.

### **Prohibition**

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including and property or vehicle owned, leased or used by the school district. Educational environments include, but are not limited to , every activity under school supervision.

### **Definition**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, physical attributes, physical or mental ability or disability, and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft)
2. Verbal (e.g. threatening or intimidation language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the Internet (also known as cyber bullying)
4. Between students and students, students and adults, or adults and adults.

### **Procedure for Reporting/Retaliation**

It is the responsibility of all school staff members, students, and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to a school staff member or administrator designated by the Board of Education to be a recipient of such reports. All reports, either verbal or in writing are to be taken seriously and a clear account of the incident is to be documented. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

### **Procedure for investigating reports of bullying**

An investigation to determine the facts will take place in a timely manner to verify the validity and the seriousness of the report. Affected parents and/or guardians will be notified that a report has been made. The district shall keep the complaint confidential to the extent permitted by law for both the accused and the accuser.

### **Sanctions and supports**

If it is determined that students participated in bullying behavior in violation of the policy, the principal may take disciplinary action including suspension, recommendation for expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

Students found in violation of the bullying policy may be referred to pupil services staff for counseling or other educational programming designed to prevent repetitive bullying behavior. Employees found to have participated in bullying behavior, are considered to be in violation of the prohibition expressed by the policy. They may be subject to disciplinary action consistent with the collective bargaining agreement or disciplinary action established by policy or practice.

**Disclosure and Public Reporting**

The policy will be annually distributed to all students enrolled in the school district, their parents and/or guardian and employees. It will also be distributed to organizations in the community having a cooperative agreements with the schools. The school district will also provide a copy of the policy to and person who request it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared, maintained in the district office and will be available to the public.

# HARASSMENT and BULLYING OF STUDENTS

## Complaint Procedure

### PARENT/STUDENT

who have concern



Contact staff member directly

### STAFF RESPONSIBILITY

The Staff Member will:

- Document concern using Harassment and Bullying of Students [Teacher Record [Form 1, page 1]] found on district website and in building offices
- Identify steps to resolve issue [a list of steps to be taken or resolution plan]
- Contact parent/guardian
- Inform building office
- Document additional information as needed
- Send copy of Harassment and Bullying Complaint Record to parent/guardian
- Submit copy of Harassment and Bullying Teacher Complaint Record to building office

### PARENT/GUARDIAN RESPONSIBILITY

The Parent/Guardian will:

If satisfied with outcome

No further action required

If dissatisfied with outcome

Submit Harassment and Bullying Parent/Student Complaint Parent Record [Form 2, page 1]

### Form routed to:

Teacher OR Counselor OR Principal



- Using Harassment and Bullying of Students Parent/Student Complaint Record [Form 2, page 2]
  - ◊ Identify if steps to resolve issue were followed (fidelity)
- Inform Principal, if teacher or counselor
- Document additional information as needed
- Principal will contact parent/guardian with additional action plan, if any

Principal and superintendent will work together, following board policy, to resolve concerns of family.

Principal will

Contact Superintendent

If dissatisfied with outcome, parent/guardian will:

Contact School Board

If dissatisfied with outcome, parent/guardian will:

All forms can be found on district website or copies can be requested in the office of each building.

HARASSMENT and BULLYING OF STUDENTS and  
PUBLIC AND PARENT ADVOCACY  
Parent/Student Complaint Record  
(Parent Record)

Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  Copy to Parent; Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_  Copy to Principal; Date: \_\_\_\_\_

Date of Incident: \_\_\_\_\_  Other documents attached

Date Reported: \_\_\_\_\_

Please write a brief description of the incident:

Has this incident been reported to anyone else? \_\_\_\_\_  
Name & Position

What remedy do you seek to this complaint?

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**The student/parent should receive a copy of this report at filing.**

Routed to:  Teacher  Counselor  Principal

By: \_\_\_\_\_ Date: \_\_\_\_\_

HARASSMENT and BULLYING OF STUDENTS and  
PUBLIC AND PARENT ADVOCACY  
Parent/Student Complaint Record  
(Parent Record)

Date: \_\_\_\_\_

The following steps were taken to resolve the situation:

meeting with your child and teacher on date: \_\_\_\_\_

meeting with your child and other student(s) identified on date: \_\_\_\_\_

mediation scheduled with counselor on date: \_\_\_\_\_

referred to counselor on date: \_\_\_\_\_

referred to principal on date: \_\_\_\_\_

Parent contacted:

Date: \_\_\_\_\_

Phone

Email

Conference

**Record of conversation:**

**Next Steps:**

**Final Resolution/Plan:**

**Parent signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HARASSMENT and BULLYING OF STUDENTS and  
PUBLIC AND PARENT ADVOCACY  
Parent/Student Complaint Record  
(Staff Record)**

Date: \_\_\_\_\_

To the family of: \_\_\_\_\_  Copy to Parent; Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  Copy to Principal; Date: \_\_\_\_\_

Date of Incident: \_\_\_\_\_  Other documents attached

A complaint was received in regards to the following situation:

The following steps were taken to resolve the situation:

meeting with your child and teacher on date: \_\_\_\_\_

meeting with your child and other student(s) identified on date: \_\_\_\_\_

mediation scheduled with counselor on date: \_\_\_\_\_

referred to counselor on date: \_\_\_\_\_

referred to principal on date: \_\_\_\_\_

Has this incident been reported to anyone else? \_\_\_\_\_  
Name & Position

Parent contacted:

Date: \_\_\_\_\_  Phone  Email  Conference

**Record of conversation:**

**Next Steps:**

**Final Resolution/Plan:**

**Parent signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_