**Renwick USD 267**

**Anti-Bullying Policy**

**Staff Guidelines**

Renwick USD 267 will adhere to all guidelines of the district Anti-Bullying Policy. In order to ensure this practice the following steps and procedures must be followed:

Any school employee who receives a complaint of discrimination or harassment (bullying) from a student shall follow through with the following steps:

Responsive Schools follow the five R’s:

1. Respond
2. Research
3. Record
4. Report
5. Revisit

**RESPOND**:

* Respond to all reports of mistreatment
* Ask students what they need to feel safe and comfortable at school

**RESEARCH**:

* Get the Facts
* Ask who, what, when, where, and how
* Get the whole picture (rarely do these incidents arise from one isolated incident)
* Conduct a threat assessment (prevents targeted violence which centers upon analysis of the facts and evidence of behavior in a given situation)

**RECORD**:

* Document, document, document
* Keep a folder with all pertinent information contained in it

**REPORT**:

* Report to building principal

**REVISIT**:

* Revisit in a timely manner
* Speak to those involved and see how things are going

**When investigating harassment follow the steps below:**

1. Document on district bullying forms the nature of the complaint, the proposed resolution of the complaint, and forward this documentation to the principal.
2. Follow up of this step is required with the student within 20 days.

**In order to prevent liability, take prompt action to see that it stops:**

1. Report any act of harassment or bullying
2. Investigate
3. Do something to stop the behavior
4. Document
5. Prohibit and type of retaliation for making a report
6. Follow up to make sure behavior has stopped

***Note the district forms attached and also the district bullying policy***

**Renwick Bullying/Harassment Complaint Form**

**Name of Student Target**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Initial Report Date\_\_\_\_\_\_\_\_\_\_**

**Name of Alleged Bully**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Building**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Incident**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Where did Incident occur?**

\_\_\_\_\_Classroom \_\_\_\_\_Hallway \_\_\_\_\_Restroom \_\_\_\_\_Playground

\_\_\_\_\_Bus \_\_\_\_\_Locker Room \_\_\_\_\_Parking Lot \_\_\_\_\_Internet

\_\_\_\_\_Cell Phone \_\_\_\_\_School Event \_\_\_\_\_Other

**What Happened?**

\_\_\_\_\_Hitting \_\_\_\_\_Kicking \_\_\_\_\_Shoving \_\_\_\_\_Spitting \_\_\_\_\_Hair Pulling \_\_\_\_\_Teasing

\_\_\_\_\_Name Calling \_\_\_\_\_Rude Comments \_\_\_\_\_Excluding \_\_\_\_\_Gossip \_\_\_\_\_Cyber bullying

\_\_\_\_\_Demeaning \_\_\_\_\_Sexual Harassment \_\_\_\_\_Other

**Were there Witnesses?**

Names:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NEXT STEPS:**

1. \_\_\_\_\_ Resolved during initial meeting

Describe resolution and any follow-up required:

\_\_\_\_\_Confirm note/call to student and parent

\_\_\_\_\_ Follow up date is recorded on calendar

1. \_\_\_\_\_Schedule next meeting with student. Date/Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Action needed to be taken to further investigation. Describe:

\_\_\_\_\_Reports filled out (interview sheet & investigation report)

\_\_\_\_\_ Referred for further investigation to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Renwick Bullying/Harassment Interview Form**

Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Interview:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time Ended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_Thank student for coming forward and assure them school takes this seriously

\_\_\_\_ Explain you will be investigating this matter

\_\_\_\_ At the beginning of the interview explain the need for confidentiality about what is said and that you will remain

confidential.

\_\_\_\_\_ Ask if they have questions

\_\_\_\_\_ Ask them to explain what they have observed is this direct knowledge or through a 3rd party

\_\_\_\_\_ Ask them to write down what they saw, heard, know, who, what, when, where, how

\_\_\_\_\_ At the end of interview repeat confidentiality instructions again.

\_\_\_\_\_ Caution against retaliation

\_\_\_\_\_ Ask them to contact you if they think of something else.



**Renwick Bullying/Harassment Investigation Report**

Student Complainant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date investigation began: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date investigation conclude:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Overview (brief description of reason for investigation):

\_\_\_\_\_ All documents attached (complaint form, investigation forms)

\_\_\_\_\_ Students interviewed (names and dates)

\_\_\_\_\_\_ Summary of complain/allegations:

\_\_\_\_\_ Factual Findings:

\_\_\_\_\_ Conclusions:

\_\_\_\_\_ Recommended Actions:

\_\_\_\_\_ Discipline Imposed:

**Renwick USD 267**

**Anti-Bullying Policy**

**Renwick Bullying / Cyber-Bullying Policy**

**Bullying / Cyber Bullying**

1. The Board of Education committed to providing a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the School District to maintain an educational environment in which bullying, harassment and cyber-bullying in any form are not tolerated.
2. All forms of bullying and cyber bullying by school district students while on school grounds or at school district events are hereby prohibited. Anyone who engages in bullying or cyber bullying in violation of this Policy shall be subject to appropriate discipline.
3. Students who have been bullied or cyber bullied shall promptly report such incidents to any staff member.
4. Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.
5. The School District shall annually inform students that bullying or cyber bullying of students will not be tolerated.
6. Definitions:
7. Bullying shall mean unwelcome verbal, written or physical conduct directed at a student

by another student (one-sided) that has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student’s personal property;
3. Placing a student in reasonable fear of physical, emotional or mental harm
4. Placing a student in reasonable fear of damage to or loss of personal
5. property; or
6. Creating an intimidating or hostile environment that substantially interferes

with a student’s educational opportunities.

1. Cyber bullying includes, but is not limited to, the following misuses of technology:

harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Placing a student in reasonable fear of physical, emotional or mental harm;
3. Placing a student in reasonable fear of damage to or loss of personal property;
4. Creating an intimidating or hostile environment that substantially interferes

with a student’s educational opportunities.

1. All forms of bullying are unacceptable and, to the extent that such actions are

disruptive of the educational process of the School District, offenders shall be subject to

appropriate staff intervention, which may result in administrative discipline. The term “bullying” and “cyber bullying” shall not be interpreted to infringe upon a student’s

right to engage in legally protected speech or conduct.

1. Delegation of Responsibility:
2. Each staff member shall be responsible to maintain an educational environment free of bullying and cyber bullying.
3. Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying.
4. Students shall be encouraged to report bullying or cyber bullying complaints to any staff member.
5. Any staff member who receives a bullying or cyber bullying complaint shall gather information or seek administrative assistance to determine if bullying or cyber bullying has occurred. If the behavior is found to meet the definition of bullying or cyber bullying, the building principal must complete the appropriate written documentation (see district forms).
6. The building principal or his/her designee will inform the parents or guardians of the victim and also the parents or guardians of the accused.
7. Complaint Procedure:
8. A student shall report a complaint of bullying or cyber bullying, orally or in writing, to a staff member. If a parent initiates the complaint, the appropriate staff member will follow-up with the student.
9. The staff member will either gather the information or seek administrative assistance to determine if the alleged bullying or cyber bullying conduct occurred.
10. After the information has been gathered, the building principal shall be notified of the complaint. The building principal will determine the need for further investigation or the appropriate intervention, which may result in administrative discipline to ensure that the conduct ceases. If the behavior is found to meet the definition of bullying or cyber bullying, the building principal must complete the appropriate written documentation.
11. A violation of this Policy shall subject the offending student to appropriate disciplinary action, consistent with the student discipline guidelines in each building, which may include suspension, expulsion or notification to the appropriate authorities

**Bullying Information**

**What can parents do?**

* What to look for:
* Excuses for not wanting to go to school
* Unexplained bruises, torn clothes
* Loss of appetite
* Need for extra school supplies or money
* Sleep problems
* Secretive/sullen/temper outbursts
* Rushes to bathroom when arriving home
* Frequent trips to school nurse
* What Else Can Parents Do?
* Keep factual records of the events
* Contact building leadership and share the details
* What happened?
* What was said by whom?
* When did it happen?
* Is this a reoccurrence?
* Where did it happen?
* Who was involved?
* Who were the witnesses?

**What can Staff and Parents Do?**

* Encourage child to stand for what is right and follow the steps:
* Student should let the bully know that they expect the behavior to stop verbally or in writing.
* Student should discuss the issue with parent/guardian/staff.
* Student should report to an adult in the school as much factual detail as possible:
* What happened
* What was said by whom
* Is this a reoccurrence
* Where did it happen
* Who was involved
* Who were the witnesses

The following are Board of Education policies regarding bullying.

**JDDC Bullying** (See EBC, GAAE, JCE, JDD, JGEC, JGECA, and KGC) **JDDC**

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

**GAAE Bullying by Staff** (See EBC, GAAB, JDD, JDDC, and KGC)  **GAAE**

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members.

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

**Bullying Information**

**What can parents do?**

* What to look for:
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* Student should let the bully know that they expect the behavior to stop verbally or in writing.
* Student should discuss the issue with parent/guardian/staff.
* Student should report to an adult in the school as much factual detail as possible:
* What happened
* What was said by whom
* Is this a reoccurrence
* Where did it happen
* Who was involved
* Who were the witnesses