

ANTI-BULLYING POLICY
Sciotoville Community Schools

The Governing Board of the Sciotoville Community School recognizes the serious negative impact on a student's cognitive, social, and psychomotor development, as well as the resulting unsafe educational environment when bullying, harassment or intimidation exist. The Governing Board does not tolerate bullying, harassment or intimidation of any student on school property or at school sponsored events.

Definition

Bullying, harassment or intimidation is defined as any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once. Bullying, harassment or intimidation could also include electronically transmitted act (via the Internet, cell phone, personal digital assistant, or wireless hand-held device) that a student has exhibited toward another particular student more than once. These behaviors must both:

1. Cause mental or physical harm to the other student;
2. Be sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Reporting Procedures

Students, parents or guardians may make complaints of conduct that they consider to be bullying, harassment and/or intimidation by verbal report to a school staff member or administrator. A school staff member who receives a complaint shall document the complaint in writing and forward the report to the Principal or his/her designee. Teachers and other school staff, who witness acts of bullying, harassment or intimidation, as defined above, shall notify the Principal or his/her designee of the event observed, and shall file a written incident report concerning the events witnessed.

Students who make complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying, harassment and/or intimidation.

Administrator Responsibilities

All complaints shall be investigated by the Principal or his/her designee. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying, harassment or intimidation were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

Verified acts of bullying, harassment or intimidation shall result in an intervention by the Principal or his/her designee that is intended to ensure that the prohibition against bullying, harassment or intimidation behavior is enforced, with the goal that any such prohibited behavior will cease. Such actions will be specified in the student handbook Code of Conduct and can be a matter of professional discretion of the administrator. Appropriate non-disciplinary interventions may also be recommended.

The Principal or his/her designee will semiannually provide the President of the Governing Board a written summary of all reported incidents and post the summary on the district web site, to the extent permitted by section 3319.321 of the Revised Code and the "Family Educational Rights and Privacy Act of 1974," 88 Stat. 571.20 U.S.C. 1232g, as amended, and have access to any written reports pertaining to the prohibited incident.

School administrators should notify parents or guardians of any student involved in a prohibited incident and, to the extent permitted by section 3319.321 of the Revised Code and the "Family Educational Rights and Privacy Act of 1974," 88 Stat. 571.20 U.S.C. 1232g, as amended, have access to any written reports pertaining to the prohibited incident.

The Principal or his/her designee will ensure that any disciplinary procedure for a student guilty of bullying, harassment or intimidation, shall not infringe on any student's rights under the first amendment to the Constitution of the United States.

General Information

A summary of this policy shall appear in the student handbook, and will be detailed in the student Code of Conduct. Information regarding the policy shall also be incorporated into employee training materials.

A school district employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with the policy if that person reports an incident of bullying, harassment, or intimidation in good faith and in compliance with the procedures specified in the policy.

**BULLYING, HARASSMENT OR INTIMIDATION
COMPLAINT FORM
Sciotoville Community Schools**

Bullying, harassment or intimidation is defined as any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once. Bullying, harassment or intimidation could also include electronically transmitted act (via the Internet, cell phone, personal digital assistant, or wireless hand-held device) that a student has exhibited toward another particular student more than once. These behaviors must both: 1) Cause mental or physical harm to the other student; and 2) Be sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Person reporting complaint: *(please check)*

- Student Teacher Parent/Guardian
 Other School Staff Member Other _____
Name _____
 Check here if person reporting wishes to remain anonymous

Person suspected of being bullied, harassed, or intimidated: *(please check)*

- Student Teacher
 Other School Staff Member Other _____
Name _____
 Check here if person wishes to remain anonymous

Describe the event(s): *Use back of form if necessary*

Who was involved? _____

What occurred? _____

When did this happen? _____

Where did this happen? _____

Who else may have information about this situation? _____

Do you believe this behavior caused physical or mental harm to the victim?

- Yes No Not Sure

Do you believe this behavior is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the victim?

- Yes No Not Sure

Signature of person submitting complaint

Date form was submitted

**BULLYING, HARASSMENT OR INTIMIDATION
FINDINGS FORM FOR ADMINISTRATORS
Sciotoville Community Schools**

Administrator conducting investigation:

Principal Other _____

Persons involved _____

Findings of Fact (*witness statements may be attached*) _____

Did this behavior cause physical or mental harm to the victim?

Yes No

Was this behavior sufficiently severe, persistent or pervasive that it created an intimidating, threatening or abusive educational environment?

Yes No

If "Yes" is checked for both criteria, then the acts of bullying, harassment, or intimidation were verified. If only one "Yes" is checked, then the acts of bullying, harassment or intimidation were not verified and the behavior may qualify as a different offense in the Student Handbook Code of Conduct.

Action Taken: *check all that apply*

Behavior qualified as a Level II Offense and guilty student received:

Behavior qualified as a Level I Offense and guilty student received:

Behavior was not substantiated and no disciplinary action was taken.

Other interventions utilized and/or recommended: _____

Principal

Date report was completed