

SWITZERLAND COUNTY

School Corporation Policy

Anti-Bullying Policy

The following policy has been established by the school board of Switzerland County School Corporation regarding anti-bullying.

I. Policy Statement

The school board prohibits acts of bullying of a student. The school board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

II. Definitions

1. Bullying

- a. As defined by the school corporation, bullying means aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.
- b. As defined by IC 20-33-8-.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - i. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - ii. Has a substantially detrimental effect on the targeted student's physical or mental health;
 - iii. Has the effect of substantially interfering with the targeted student's academic performance; or
 - iv. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
- c. This term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

- i. Participating in a religious event.
- ii. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- iii. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- iv. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
- v. Participating in an activity undertaken at the prior written direction of the student's parent.
- vi. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

III. Policy Provisions

1. The school corporation shall adopt discipline rules in compliance with IC 20-33-8-13.5 that prohibit bullying and include provisions concerning education, parental involvement and intervention. These discipline rules shall apply regardless of the location in which the bullying occurred when the bully and the targeted student are students at a school within the school corporation, or disciplinary action is reasonably necessary to avoid substantial interferences with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.
2. The principal at each school within the school corporation shall implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of bullying, consistent with the code of student conduct, as well as the consequences and remedial responses for staff members who commit one or more acts of bullying. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.
3. The principal at each school within the school corporation shall be responsible for designating a member of his/her staff to receive all complaints alleging violations of this policy.
4. All corporation and school employees, volunteers and contracted service providers who have contact with students are required to verbally, (either orally or in writing) report alleged violations of this policy to the principal or the principal's designee within 24 hours of an incident that was witnessed or reliable information regarding the occurrence of an incident was received. A written report of the incident shall also

be submitted to the school principal or principal's designee within one (1) school day of submitting the verbal report.

5. Students, parents and visitors of a school within the school corporation are encouraged to submit a written report of alleged violations of this policy to the principal (or principal's designee) within 24 hours of an incident that was witnessed or reliable information regarding the occurrence of an incident was received. Such a report may be made anonymously. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.
6. Any corporation and school employee, volunteer or contracted service provider who promptly reports an incident of harassment, intimidation or bullying, and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.
7. The principal or designee shall conduct a thorough and complete investigation for each report of an alleged incident of bullying received. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of harassment, intimidation, or bullying. The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis.
8. Each school within the school corporation shall record the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying and electronic or written communication bullying. Each school shall report this information to the school corporation superintendent, school board, and the Indiana Department of education. Information shall be submitted to the Indiana Department of Education by July 1 of each year.
9. The principal shall provide the parents of the students who are parties to the investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of bullying, and whether consequences were imposed or services provided to address the bullying incident if the evidence of bullying was substantiated. This information is to be provided in an expedited manner.
10. Any school corporation or employee, volunteer or contracted service provider who receives a report of harassment, intimidation, or bullying from a student, parent, visitor or colleague, and fails to initiate or conduct an investigation, or who witnesses or observes a bullying incident and fails to take sufficient action to minimize or

eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

11. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of bullying is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from positive behavioral interventions up to and including suspension or expulsion.
12. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce bullying and enhance school climate, enlist parent corporation and involvement or take other appropriate action). Intervention and support implemented by the principal or his/her designee should include follow up services to both the targeted student and the bully. The person conducting the investigation and determining any intervention or discipline, usually the principal, shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.
13. The principal of each school within the school corporation is authorized to acknowledge and respond to instances of false reporting of alleged bullying incidents. The principal is expected to respond with consequences and remedial actions regarding any person found to have falsely accused another as a means of bullying as permitted under P.L. 285-2013 for:
 - a. Students – Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion.
 - b. School Employees – Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with corporation policies, procedures and agreements.
 - c. Visitors or Volunteers – Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.

14. The superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The superintendent shall post a link to the policy that is prominently displayed on the home page of the school corporation's website. The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.
15. Each school within the school corporation shall disseminate the anti-bullying policy and bullying prevention instruction to all students in grades 1-12 within the school no later than October 15th of each school year. It is expected that anti-bullying information will be part of a more comprehensive bully prevention effort communicated to the students throughout the school year, and that the age appropriate, research based instruction for all students in grades 1-12 be delivered by a school safety specialist, school counselor or other person with training and expertise in the area of bullying prevention and intervention.
16. Each school within the school corporation shall provide annual training on this policy and bullying prevention and intervention instruction to corporation and school employees, volunteers and contracted service providers who have direct and on-going contact with students.
17. The school board of the school corporation understands that the characteristics and resultant needs of each school within the corporation will continue to evolve, and that the existing base of knowledge regarding bullying prevention and intervention will continue to grow. Research on bullying prevention practices will continue to emerge, and the date on the nature of bullying behaviors will continuously change. It is essential that school corporation administrators and school officials regularly review available bullying prevention and intervention data. Additionally, school administrators are expected to collect and analyze in-house data regarding bullying incident investigations, incident frequency and the effects of the corporation's efforts to address bullying behaviors. Through data-driven practice, administrators will be best qualified to determine the need for changes to policies and procedures and to institute improvements to prevention and intervention programs and approaches.

Suspension with parent conference or the parent may attend school with the student for one school day.

- For each day of suspension four hours of community service may be served.
- Suspension with parent conference and contractual agreement.
- May be in combination with Levels 1, 2, and 3 consequences.

Level 5: Alternative Consequences/Programs

- Modified schedule.
- Alternative to Expulsion (ATE) with referral to social worker. ATE is a probationary period of time (to be determined on an individual basis by the administrator) in which the student must exhibit behavior free from trouble. Failure to do so will result in more severe consequences.
- School probation with referral to a community agency such as juvenile court
- School probation may be in combination with Levels 2, 3, and 4 consequences.
- Placement in alternative programs within the local school setting.
- Placement in alternative programs outside local school setting.
- Conditional school (able to attend school based upon set conditions).

Level 6: Expulsion Meeting/Expulsion

- Procedure with request for expulsion meeting.

BULLYING REPORT AND INCIDENT FORM

Bullying as defined by IC 20-33-8-0.2 means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile student environment

Today's Date: _____ School: _____

Person Reporting Incident (may report anonymously): _____

I am a: (place an X in the appropriate box)

Student Parent/Caregiver Teacher/Staff Volunteer

Contact Information (please include best way to reach you, i.e., by phone, email, etc.)

INCIDENT INFORMATION

Date Incident Occurred: _____

Name of target of the bullying incident (student being bullied): _____

Name of alleged offender: _____

Type of bullying (check all that apply):

Verbal Physical Social/Relational Written or Electronic

Brief explanation of incident:

Where did the bullying happen? _____

Did a physical injury result from this incident?

No Yes, but it did not require medical attention Yes, it did require medical attention

Medical Attention Required: _____

Was the target of the incident absent from school? Yes No

If yes, how many days was the student absent as a result from this incident? _____

Any other information you would like to provide to help in our investigation:

Note: The school district is not authorized to disclose to a target, private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of all students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

Signature: _____ Date: _____

INVESTIGATION REPORT

Investigated by: _____

Position: _____

Date: _____

Final Report of Investigation of bullying complaint by _____

against _____, alleged offender.

In my/our investigation of the complaint, it is found (check appropriate response):

Found grounds to substantiate the report as a bullying incident

Incident was: Verbal Physical Social/Relational Written or Electronic

Did not find grounds to substantiate the allegations

Did not find enough information to make a judgment on the allegations

Summary of investigation, findings, and disciplinary action:

Parent/Guardian Contacted: Yes Date: _____ No

Signature of Investigator/Title: _____ Date: _____

Signature of Administrator: _____ Date: _____

(if not the investigator)

Definition of bullying: an overt, unwanted, repeated act or gesture, including written or verbal communications or images transmitted in any manner, physical acts, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment.

Student Name: _____ **Parent Name:** _____

Think about your child's recent alleged bullying experience. Describe what happened.

1. How was he/she bullied? (You can check more than one):
 Physically (for example: hit, kicked, pushed, slapped, spat on, had property taken or destroyed, etc.)
 Verbally (for example: teased, mean things were said to me, I was called names, I was threatened)

- Socially/Relationally (for example: excluded, ignored, had rumors spread, mean things said about student to others, others were encouraged not to like student)
- Communication Written/Electronic (for example: others used computers, email or phone text to threaten student or make student look bad) ___at school ___outside of school

2. Is this the first time the bullying has been reported? __yes __no. If not the first time, now many times has it been reported? _____

To whom have previous reports been made?

3. *When* did this bullying take place? *Where*?

Has this happened before? When? For how long?

4. *Who* did this to the student?

5. What was happening before the bullying started?

6. State what the bully (perpetrator) said/did:

7. State what your student said/did:

8. *Who* else was around that saw or heard this happen?

9. What steps have you already taken to help in this situation?

Please note: This alleged incident of bullying will be fully investigated. Sometimes, depending on several circumstances, the investigation may take several days to complete. You will be contacted once the investigation is completed.

Switzerland County School Corporation

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Elementary School Reporting Form

Person Reporting Bullying _____ I'd like this report to be anonymous

Today's date _____ **Classroom Teacher** (of person being bullied) _____

When did the bullying happen? _____

Who do you think was bullied? _____

What **Grade**? _____

Who do you think was bullying? _____

What **Grade**? _____

Type of Bullying (check all that apply)

- Called mean names Excluded (left out) Took or damaged something
 Threatened Hit, kicked, punched Told lies/spread rumors
 Cyber-bullying (online/email/text, etc) Racial/offensive comments

Where did the bullying happen? (check all that apply)

- Hallway Cafeteria On the Bus Bus Stop Classroom
 Playground Bathroom Going to/from school Online/email/text

Is this the first time that this has occurred? Yes No

Have you filed a Student Bullying Report before? Yes No

Who has been told about the incident or saw what happened? (Check all that apply)

- Teacher Principal Friend Parent/Guardian
 Assistant Principal Students Counselor Nobody Yet

Any other information that you would like to share:

Please give this form to your counselor, teacher or to another staff member. Thank you for making this report.