

**BULLYING INCIDENT REPORT FORM**

If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit to the building principal. Complaints against building principals should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Date Filed: \_\_\_\_\_ Your Name\*: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Indicate the appropriate response to the following with a check mark(s):

- You are a:  Student  Parent  Employee  Volunteer

Date(s) of alleged bullying: \_\_\_\_\_

Name of student(s) subjected to bullying: \_\_\_\_\_

Person(s) alleged to have committed the bullying or harassment: \_\_\_\_\_

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use back side of the form, if necessary.

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

Names of Witnesses: \_\_\_\_\_

Have you reported this to anyone else:  Yes  No. If so, who? \_\_\_\_\_

\*Signature of Complainant \_\_\_\_\_

**\*Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.**

\_\_\_\_\_  
*This Section is for use of District Administration*

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

Investigative Action taken: \_\_\_\_\_

Result of Investigation/Action taken: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

# **SALISBURY R-IV SCHOOL DISTRICT POLICY REGARDING HARASSMENT, INTIMIDATION, AND BULLYING:**

Harassment, intimidation, or bullying of any student on school property, on a school bus or other school vehicle, at an official school bus stop, or at a school-sponsored activity or event regardless of whether such event is held on school property is prohibited.

- A. Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

- B. Each student is expected to be respectful of all other students. Students who harass, intimidate, or bully other students will be punished.
- C. School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

- D. Within two school days of receiving a report of bullying, the principal or designee will

initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

- E. The school district is responsible for protecting students. If the harassment, intimidation, or bullying takes place "at school" which is defined as anywhere on school property, on a school bus or other vehicle, at an official school bus stop, or at a school-sponsored activity or event regardless of whether such event is held on school property, then the school district is responsible for stopping the harassment, intimidation, or bullying, and for making sure it does not continue.
- F. Reprisal or retaliation against a person, who reports an act of harassment, intimidation, or bullying, will be given a 10 day suspension. In addition, juvenile authorities will be contacted.
- G. A strategy for protecting a victim from additional harassment, intimidation, or bullying will be worked out on an individual basis. Such things to consider will be changing classes, changing lunch shifts, changing busses, etc.
- H. Our guidance counselors will provide counseling to students who have been victims or targets for bullying. If our counselors feel outside counseling is needed it will be provided.
- I. Students who falsely accuse another student of harassment, intimidation, or bullying will be given a 5 day suspension.
- J. Any student found guilty of harassment, intimidation, or bullying will be given counseling by our guidance counselors or whomever our counselors feel will help the student to stop being a bully.
- K. All information relating to a reported incident is confidential, and exempt from disclosure under the provision of chapter 610, RS Mo.

- L. This policy will be published in the local newspaper, and will become a part of our student handbooks.
- M. A school administrator, employee, student, or volunteer, shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation, or bullying.
- N. A school employee, student, or volunteer is personally immune from a cause of action for damages arising from reporting harassment, intimidation, or bullying, or any failure to remedy the reported harassment, intimidation, or bullying, if such person:
  - 1. In good faith promptly reports an incident of harassment, intimidation, or bullying.
  - 2. Makes the report to the appropriate school official (building principals).
  - 3. Makes the report in compliance with the procedures as specified above.
- O. The Salisbury R-4 School Board and school district will:
  - 1. Provide training on harassment, intimidation, and bullying policy to all school employees and volunteers who have direct contact with students.
  - 2. Develop a process for educating students on the harassment, intimidation, or bullying policy.
  - 3. Incorporate into each school's current employee training program information regarding the school board policy against harassment, intimidation, or bullying.
- P. Except as provided in subsection K, nothing in this section shall be construed to prevent a victim from seeking redress under any other provision of law, either civil or criminal. This section does not create or alter any tort liability.
- Q. All incidents of bullying will be reported to the superintendent at the conclusion of each school year. The superintendent in turn will compile the information and send it to the Department of Elementary and Secondary Education at a date and time specified by the department. The report will include, but not be limited to, the bully free school plan, and the total number of incidents reported in the district. This report shall be made available to the public annually.
- R. Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.