

## **PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (INVESTIGATION PROCEDURES)**

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

### Definitions

1. "Harassment" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

"Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

"Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

### Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should be reported immediately to the school administration by any person aware of an incident. The report should be made in writing and provide sufficient and accurate information about the incident. If the bullying involved as electronic communication, a printed copy of the communications as well as any identifying information such as email address or web address shall be provided to the school administrator. As much detailed information as possible should be provided to the school administrator in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a report, the building counselor or administrator shall begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building administrator and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation or reasonably have the potential to endanger school safety;
4. If it is determined that the school district's discipline code has been violated, the building administrator shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the administration may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996,

Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information. The administration may also, when appropriate, refer the student who commits an act of bullying to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs;

6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying.
7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the school administration by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this policy. The school administration should notify the superintendent of any report of bullying. Upon completion of an investigation, the school administration should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

#### Dissemination of Policy FNCD

Policy [FNCD](#) shall be disseminated by: providing an annual written notice of the policy to parents, guardians, staff, volunteers and students, with age-appropriate language for students; posting notice of the policy at various locations within each school site, including but not limited to cafeterias, school bulletin boards, and administration offices; posting the policy on the Internet website for the school district and each school site that has an Internet website, and including the policy in all student and employee handbooks.

**Adopted: December 12, 2012**

**Revised: 7/1/14, 10/6/14, and 11/5/18**