

SECTION: PUPILS

TITLE: BULLYING

ADOPTED: First Reading: August 23, 2007

Approved: September 27, 2007

REVISED: August 21, 2008

Approved: September 25, 2008

REVISED: April 26, 2011

Approved: May 26, 2011

249 BULLYING

1. Purpose

The A.W. Beattie Career Center Joint Committee recognizes that bullying and intimidation have a negative effect on school climate. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by A. W. Beattie Career Center. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses and at school-sponsored events and/or activities whether occurring on or off campus.

2. Definition

Bullying shall mean an intentional, unwelcome electronic, verbal, written or physical act or series of acts directed at a student by another student, which occurs in a school setting, that is severe, persistent or pervasive and has the intent and effect of:

- a. Physically, emotionally or mentally harming a student.
- b. Placing a student in reasonable fear of damage to or loss of a student's personal property.
- c. Placing a student in reasonable fear of physical or emotional harm.
- d. Placing a student in emotional unrest by spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, intimidation or ridicule.

- e. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
- f. Creating verbal statements or written remarks that are taunting, malicious, threatening or sexual.

Bullying, as defined in this policy, shall include cyber-bullying. Cyber-bullying is a form of verbal and psychological bullying may occur on the internet through e-mail, instant messaging or personal profile web sites.

The term bullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

### 3. Authority

A. W. Beattie Career Center will not tolerate known acts of bullying occurring on school property, at school-sponsored activities scheduled on or off school grounds or during the time students necessarily spend traveling to and from school or school-sponsored activities.

### 4. Delegation of Responsibility

It shall be the responsibility of staff members who observe or become aware of an act of bullying to take immediate appropriate steps to intervene.

If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the administration for further investigation.

The Director of designee shall develop and maintain administrative regulations to Implement this policy. The Director or designee shall ensure that this policy and Administrative regulations are reviewed annually with students. The Director or Designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Joint Committee.

School administration shall annually provide the following information with the Safe School Report:

1. Joint Committee's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

## 5. Guidelines

### Inclusion in Code of Student Conduct and Annual Review/Posting

The Code of Student Conduct shall contain this policy and be disseminated annually. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on A.W. Beattie's website.

### Student, Parent/Guardian and Employee Reporting

A.W. Beattie Career Center encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, administration or other school employees.

### Investigation Procedures

The Joint Committee directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Each administrator or designee is authorized to investigate reports of bullying brought to their attention by students, parents/guardians, school employees or bus drivers. Any investigation of a report may include meetings with students, parents/guardians or employees, a review of student records and other reasonable efforts to understand the facts surrounding a reported incident. Confidentiality of all parties shall be maintained, consistent with A.W. Beattie's legal and investigative obligations.

### Consequences/Discipline

Students who violate this policy will be subject to discipline consistent with the Code of Student Conduct. Consequences for students who are found to have bullied others may include counseling, Student Assistance Program Referral (SAP) a parent/guardian conference, detention, suspension, expulsion, a loss of school privileges and/or exclusion from school-sponsored activities as defined in the Student Discipline Policy. Depending upon the severity of a particular situation, the administrator may also take the appropriate steps to ensure students' safety. Such steps may include separating and supervising the students involved, providing employee support for students as needed, reporting incidents to law enforcement, if appropriate, and the implementation of a safety plan and/or a supervision plan with parents/guardians.

### Interplay With Other School District Policies

Nothing in this policy shall prevent school employees from enforcing, imposing discipline or fulfilling their professional responsibilities under other school district policies or student disciplinary rules.

This policy shall not be interpreted as preventing a student or parent/guardian from filing a complaint under the school's harassment policy (#248).

### Reprisal

No reprisals or retaliation shall occur as a result of good faith reports of bullying. Any student who retaliates against another student for reporting bullying or for assisting or testifying in the investigation or hearing will be subject to a disciplinary consequence under the Student Discipline Policy.

# A.W. BEATTIE CAREER CENTER

(Check box for appropriate reporting)

BULLYING REPORT FORM

OR

HARASSMENT REPORT FORM

All Bullying/Harassment Report Forms require the signature of the Director

COMPLAINANT \_\_\_\_\_

RELATIONSHIP TO AWBCC:  EMPLOYEE  STUDENT  VOLUNTEER

OTHER \_\_\_\_\_  
SPECIFY \_\_\_\_\_ DEPARTMENT/SCHOOL \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

WORK ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

DATE OF ALLEGED INCIDENT(S) \_\_\_\_\_

NAME OF PERSON YOU BELIEVE HARASSED YOU \_\_\_\_\_

LIST ANY WITNESSES WHO WERE PRESENT:  
\_\_\_\_\_  
\_\_\_\_\_

WHERE DID THE INCIDENT(S) OCCUR? \_\_\_\_\_  
\_\_\_\_\_

DESCRIBE THE INCIDENT(S) AS CLEARLY AS POSSIBLE, INCLUDING SUCH THINGS AS: ANY VERBAL STATEMENTS (I.E. THREATS, REQUESTS, DEMANDS, ETC.); WHAT, IF ANY, PHYSICAL CONTACT WAS INVOLVED; ETC. (ATTACH ADDITIONAL PAGES IF NECESSARY)

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

I HEREBY CERTIFY THAT THE INFORMATION I HAVE PROVIDED IN THIS COMPLAINT IS TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

COMPLAINANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT SIGNATURE IF STUDENT IS CONSIDERED A MINOR \_\_\_\_\_ DATE \_\_\_\_\_

INTERVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_

RECEIVED BY DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_