

## **Oregon School District Bullying Policy**

### **163 Bullying**

163.01 The Oregon School District will provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds and school buses, and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The District will consistently and vigorously seek to eliminate bullying.

163.02 Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. It is a form of victimization and involves an imbalance of power. Bullying is not necessarily a result of, or part of, an ongoing conflict. It may be evidenced by repeated behavior. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

163.03 Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft);
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, remarks regarding protected status, put-downs, rumors, false accusations);
3. Written (e.g., notes, letters, phone, computer or other digital communications)
4. Indirect (gestures, social exclusion);

163.04 The District prohibits and will not tolerate any District employee(s) or student(s) engaging, anywhere on school premises and property or while involved in a school sponsored or related activity any bullying behavior. School-related activities include a student's walking route to or from school, transportation on any District vehicle or contracted vehicle, and in any setting in which there is a direct connection between the participants, the District and the bullying behavior. However, while prohibiting bullying at these locations and events, the District does not represent that it will provide supervision or assume liability at these locations and events.

163.05 This policy applies not only to employees and students who directly engage in an act of bullying but also to employees and students who, by their indirect behavior, condone or support another employee's or student's act of bullying. A person who engages in an act of bullying, reprisal, or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with the District's policies and building

procedures up to and including recommendation for expulsion or termination. Consent by a student being bullied does not lessen the prohibitions contained in this policy.

163.06 Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. Any District employee or student who engages in retaliation shall be subject to discipline for that act in accordance with District policies and building procedures, up to and including recommendation for expulsion or termination.

163.07 Any District employee or student who observes or becomes aware of acts of bullying is required to report those acts to any building or District administrator.

### **Bullying Reporting Form & Investigation Process**

163.07.01 Any report of bullying shall be made as soon as possible but within thirty (30) calendar days of the time the bullying occurred. A report should be made by completing the Bullying Reporting Form in Appendix A, and sending it to the building administrator except as otherwise provided for in this policy. This Form will be located in the building office, in student services, at the District Office and on the OSD Navigator Page ([db.oregon.k12.wi.us/nav](http://db.oregon.k12.wi.us/nav)). The building administrator or designee shall investigate the complaint. The investigation will be started as soon as possible but within 3 business days. The investigation shall include interviews with all appropriate witnesses and the assembly of relevant documents. If students are involved in the investigation, the student's parents/guardians will be notified where appropriate. The building administrator shall take all appropriate actions to address the complaint in accordance with District policies and procedures, include all appropriate documentation in Infinite Campus where students are involved, and maintain appropriate documentation of the complaint's resolution.

163.07.02 If the complainant believes the complaint is more appropriately addressed at the District office level, the complainant should file a complaint using the Bullying Reporting Form with the District Superintendent. The District Superintendent will either refer the complainant to the building level as described in 163.07.01 or assign an administrator to investigate the complaint in accordance with this policy. The administrator assigned will typically be the In-House Counsel or the Pupil Services Director. The investigation will be started as soon as possible but within 3 business days. The investigation shall include interviews with all appropriate witnesses and the assembly of relevant documents. If students are involved in the investigation, the student's parents/guardians will be notified where appropriate. The investigator shall take all appropriate actions to address the complaint in accordance with District policies and procedures, and include all appropriate documentation in Infinite Campus where students are involved. The investigator shall prepare a written report to the District Superintendent setting forth whether bullying occurred and the basis for the conclusion. That determination shall be forwarded to the building administrator for such action as is warranted by District policy.

## **Consequences**

163.07.03 Should students fail to comply with this policy, then the District will take action, depending on the seriousness of the offense, as outlined in the applicable Student Handbook, the Co-Curricular Code, and/or the chart in Appendix B.

## **Employee Discipline**

163.07.04 Should any employee fail to comply with this policy, the employee may be subject to discipline pursuant to the Employee Handbook, including but not limited to, termination of employment.

## **Appeal Process**

163.07.05 Should the complainant, employee or student(s) involved not be satisfied with the results of the investigation, the complainant or the student's parent or guardian may make an appeal to the District Superintendent within 10 calendar days except where the employment grievance procedure applies, in which case the employee shall follow the grievance procedure. The District Superintendent may take all appropriate action pursuant to District policies and procedures. All decisions shall be final except as provided for in the Employee Handbook's grievance procedure.

## **Confidentiality**

163.07.06 The District shall maintain the confidentiality of the complaint, investigation and written report to the extent possible under the circumstances and the law. Due to the confidentiality of student records as required by law, the District must keep confidential the specific consequences to any student as a result of this policy.

## **Reporting Requirements**

163.08 This policy will be distributed annually to District students, their parents/guardians and employees. It will also be distributed to organizations in the community which have cooperative agreements with the District.

163.09 The District will maintain a record of the number and types of bullying reports made and the outcomes of investigations of those reports. An annual summary report shall be made and presented to the Board which includes trends in bullying behavior and recommendations for reducing such behavior. The annual report shall be made available to the public.

Adopted: August 9, 2010

Revised: February 2015

Revised: April 13, 2015

## Appendix A

### Report of a Bullying/Harassment Incident

**Bullying:** A deliberate or intentional behavior using words or actions and intended to cause fear, intimidation, or harm. It is a form of victimization and involves an imbalance of power. Bullying is not necessarily a result of, or part of an ongoing conflict. It may be evidenced by repeated behavior. Bullying behavior can be any of the following: Physical (e.g. assault, hitting or punching, kicking theft) Verbal (e.g. threatening or intimidating language, teasing or name-calling, remarks regarding protected status, put downs, rumors false accusations); Written (e.g., notes, letters, phone computer or other digital communications), indirect (gestures, social exclusion).

**Harassment:** Any physical or verbal abuse of a person because of his/her race, religion, age, gender, disability or any other legally protected status.

**Directions:** Please answer these questions as honestly and specifically as you can. The situation will be handled as confidentially as possible.

Date: \_\_\_\_\_

Name of person(s) being bullied/harassed: \_\_\_\_\_ Grade: \_\_\_\_\_

Witnesses: \_\_\_\_\_

1.) Who is doing the bullying/harassing? \_\_\_\_\_

2.) What has happened? \_\_\_\_\_

3.) Where did it happen? \_\_\_\_\_

4.) Were there any witnesses? \_\_\_\_\_

5.) How long has this been going on? \_\_\_\_\_

6.) What have you done about this problem? \_\_\_\_\_

7.) Have you talked to anyone about this already? If so, who? \_\_\_\_\_

(Student, Teacher, Other Adult) Yes or No

8.) Who do you want to talk to about the problem? \_\_\_\_\_

9.) What do you want to happen now?

\_\_\_\_\_ I want the bullying/harassment to stop.

\_\_\_\_\_ I want school staff to help me and the person(s) doing the bullying/harassment to solve the problem.

\_\_\_\_\_ I want school staff to talk to the person who is bullying/harassing me.

\_\_\_\_\_ I just want someone to know.

\_\_\_\_\_ Other (please describe)

## **APPENDIX B – ADDRESSING STUDENT BULLYING BEHAVIOR\***

The following are steps the District may take to address violations of this policy by students. The District and its administrators reserves the right to implement any of these consequences depending on age of the students involved and the severity of the behavior. **Make sure the student knows what the problem behavior is.** Students who bully must learn their behavior is wrong and harms others.

**Emphasize that bullying is taken seriously.** Calmly tell the student that bullying will not be tolerated. All staff should model respectful behavior when addressing the problem.

**Work with the student to understand and address some of the reasons the student bullied.** Some students bully to fit in, so you may want to work with the student to find ways to increase social support, such as sports or clubs. Some students bully because they are dealing with a difficult situation. Determine if other services, such as counseling, are needed. **Use personalized strategies to teach.** Increasing learning or building empathy can help prevent future bullying. For example:

Lead a class discussion about how to be a good friend.

Write a story about the effects of bullying.

Role-play a scenario or make a presentation about the importance of respecting others, the negative effects of gossip, or how to cooperate.

Do a project about civil rights and bullying.

Read a book about bullying.

Make posters for the school about cyberbullying and being smart online.

Participate in restorative justice circles.

Complete a course or workshop on bullying.

**Involve the student who bullied in making amends or repairing the situation.** For example:

Write a letter apologizing to the students involved.

Do a good deed for the person who was bullied or for others in your community.

Clean up, repair, or pay for any property damage.

**Involve other potential consequences where appropriate.**

Loss of privileges, such as recess time or access to technology

Written reprimand

Detention

Co-Curricular Consequences

In school or out of school suspension

Citation

Expulsion

\* Adapted from the U.S. Department of Health & Human Services at  
<http://www.stopbullying.gov/respond/support-kids-involved/index.html>