

SAYDEL COMMUNITY SCHOOL DISTRICT

ANTI-BULLYING/HARASSMENT DISTRICT PROCEDURES

PURPOSE STATEMENT

“The purpose of this policy is to create and maintain a positive learning environment, and to promote understanding and respect for all students.”

“The Saydel Community School District will not tolerate bullying and harassment. Any student of the Saydel Community School District who believes that he/she has been bullied or harassed shall immediately report his or her complaint to the building principal. The report will be promptly investigated.”

PHILOSOPHY

Every Child:

- deserves to feel safe at school
- deserves to participate fully in services, activities, or privileges provided by the school
- deserves to have the same academic opportunity
- deserves to have staff advocate and report on behalf of the student in incidents of bullying and harassment
- deserves to have bullying and harassment allegations addressed seriously through a sound investigation process and board policy
- deserves the right to due process under a sound investigation process and Board policy if accused of bullying and harassment

WHAT IS BULLYING & HARASSMENT?

Understanding bullying and harassment are complicated by the fact that a young person can be a bully, a victim or both a bully and a victim. Not all taunting, teasing and fighting among schoolchildren constitutes bullying. Harassment and bullying are defined in [Iowa Code section 280.28](#) as: Any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property.
- Has a substantially detrimental effect on the student's physical or mental health.
- Has the effect of substantially interfering with a student's academic performance.
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school

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"Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

DEFINITION OF BULLYING

- Bullying includes, but is not limited to:
 - Attack or intimidation with the intention to cause fear, distress or harm that is either:
 - Physical (e.g., hitting, punching)
 - Verbal (e.g., name-calling, teasing), or
 - Psychological/relational (e.g., rumors, social exclusion);
 - A real or perceived imbalance of power between the bully and victim; and
 - Repeated attacks or intimidation between the same children over time.

- Types of bullying may include but are not limited to:
 - Verbal bullying including derogatory comments and bad names
 - Physical bullying such as hitting, kicking, shoving and spitting
 - Having money or other things taken or damaged by students who bully
 - Being threatened or being forced to do things by students who bully
 - Cyberbullying (via cell phone or Internet)

CYBERBULLYING DEFINITION

Cyberbullying is the intentional infliction of harm by the use of one or more media of electronic technologies. Electronic media includes but is not limited to: computers, Instant Messaging, social networking Web sites, handheld communication devices, and cell phones.

- Types of cyberbullying include the use of technology to:
 - Flame: to post an extremely critical or abusive message
 - Out: to trick the target into revealing sensitive or confidential information and then to forward that information to others as a "joke."
 - Phish: same definition as "out".
 - Bash: to post racist or other extremely offensive remarks online.
 - Spam: to flood the Internet with multiple copies of the same message
 - Impersonate: to use another person's identity to post information
 - Threaten: to express the intention to harm someone

DEFINITION OF HARASSMENT

Harassing conduct may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful

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or humiliating. Harassment does not have to include intent to harm, be directed at a specific target or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by a school.

Sexual harassment is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances; requests for sexual favors or other verbal, nonverbal or physical conduct of a sexual nature. Thus, sexual harassment can include conduct such as touching of a sexual nature; making sexual comments, jokes or gestures; writing graffiti or displaying or distributing sexually explicit drawings, pictures, or written materials; calling students sexually charged names, spreading sexual rumors; rating students on sexual activity or performance; or circulating, showing or creating e-mails or websites of a sexual nature

DEFINITION OF HAZING

Hazing, according to Iowa Code 708.10, is defined as "A person intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with a school."

Types of hazing include but are not limited to brutality of a physical nature (whipping, forced confinement, or any forced activity that endangers the physical health and safety of the student). Forced activity means any activity, which is a condition of initiation or admission into an organization, regardless of the willingness of the student to participate.

ROLES AND RESPONSIBILITIES

Role	Responsibility
Students	<ul style="list-style-type: none"> ● To participate in the investigation honestly and completely.
Classified / Certified Staff / Contractors	<ul style="list-style-type: none"> ● Be knowledgeable of supports and how to direct students to supports. ● To report all complaints of bullying/harassment to the building administration.
Building Administration	<ul style="list-style-type: none"> ● Be knowledgeable of supports and how to direct students to supports. To complete the initial investigation protocols. ● To enter all bullying allegations into PowerSchool. ● To refer all formal complaints to the District Investigator. ● To forward a copy of all materials from the initial investigation (founded or unfounded) to the Director of Student Services. ● To contact parents of the accuser and those accused.

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	<ul style="list-style-type: none"> ● To follow the Anti-bullying/harassment Board approved policy and once complete to follow up with discipline.
Guidance Counselor	<ul style="list-style-type: none"> ● To provide victim support. ● To provide bullying/harassment counseling to harasser/bully. ● To provide resources to parents/families through District supported organizations (ie. Employee and Family Resources).
District Investigator	<ul style="list-style-type: none"> ● To follow the Anti-bullying/harassment Board approved policy and all protocols within that policy. ● To complete a thorough investigation in a timely manner. ● To make written findings and conclusions as to each allegation of bullying/harassment. ● To provide a report to the building administrator (founded or unfounded).
Superintendent	<ul style="list-style-type: none"> ● To review recommendations for alternate placement and expulsion. ● To determine, upon recommendation from building administration, the 3rd offense disciplinary measures

FORMAL BULLYING/HARASSMENT INVESTIGATION PROCESS

The designated investigator for the district will be the Director of Student Services. The alternate investigator will be the High School Assistant Principal. The investigator may request that the individual making the complaint complete the Bullying/Harassment Complaint form (105.E1) and turn over evidence of the alleged bullying/harassment, including but not limited to letters, tapes, pictures, social media posts. Information received during the investigation is kept confidential to the extent possible. The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged bully/harasser and complete both the interview notes form (105.E2) and the disposition of complaint form (105.E3). The alleged bully/harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. The building administrator will notify a parent or guardian before their student is interviewed.

Parent/guardian participation in the interview process is limited to observation. The parent/guardian will be asked to sit in a designated area and to refrain from interactions that disrupt the student or process.

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Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of bullying/harassment and report the findings and conclusions to the building principal. The investigator will provide a copy of the findings of the investigation to the principal. A final report will be provided to the complainant. Discipline will be the responsibility of the building principal and/or Superintendent. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint.

- Points to remember:
 - Evidence uncovered in the investigation is confidential.
 - Complaints must be taken seriously and investigated.
 - A founded case of bullying/harassment will result in a disciplinary action.
 - No retaliation will be taken against individuals in the investigation process.
 - Retaliators will be disciplined up to and including suspension and/or expulsion.
 - Discipline decisions and outcomes are confidential and will not be shared with the complainant.

BULLYING DISCIPLINE

Offense	Consequences could include...
1 st Offense – Founded Case	<ul style="list-style-type: none"> ● Loss of privilege/participation in school sponsored activities and events ● Minimum .5 days / Maximum 5 days suspension-ISS/OSS/Combination ● Mandatory Bullying/Harassment educational session with the guidance counselor weekly for 5 weeks ● Conference with building administration, parent, guidance counselor, and student upon completion of counseling sessions
2 nd Offense – Founded Case	<ul style="list-style-type: none"> ● Loss of privilege/participation in school sponsored activities and events ● Minimum 2 day / Maximum 5 day suspension-ISS/OSS/Combination ● 1 Counseling session with Employee and Family Resources (EFR) ● Conference with the building administration upon return
3 rd Offense – Founded Case	<ul style="list-style-type: none"> ● Loss of privilege/participation in school sponsored activities and events ● Minimum 5 day / Maximum 10 day suspension and recommendation to the Superintendent for further disciplinary action up to and including alternative placement and/or expulsion from the Saydel Community School District (90-180 days).
	When assigning consequences, the administrator will follow the philosophy and parameters of the district discipline policy.

** Note: Assignment of consequences in the above matrix may be modified for students in grades K-4 based on the age and developmental level of student, previous discipline history, and the student's capacity to appreciate the wrongfulness of the student's conduct.*

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HARASSMENT DISCIPLINE

Discipline for harassment will utilize the school district behavior matrix to assign consequences.

STAFF AND STUDENT EDUCATION

Per the Saydel Community School District Anti-Bullying/Harassment Board Approved Policy Code No. 105.E1, the district will provide the following education:

- o Anti-bullying policies and procedures available to all students in the student handbook
- o Anti-bullying training for all staff members
- o Bullying/Harassment prevention program for all student

TERM REFERENCE SHEET

- Bullying:** Bullying includes, but is not limited to, attack or intimidation with the intention to cause fear, distress or harm that is either physical, verbal, or psychological/relational; a real or perceived imbalance of power between the bully and victim; and repeated attacks or intimidation between the same children over time.
- Harassment:** Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by a school.
- Cyberbullying:** Cyberbullying is the intentional infliction of harm by the use of one or more media of electronic technologies. Electronic media includes but is not limited to: computers, Instant Messaging, social networking Web sites, handheld communication devices, and cell phones
- Hazing:** A person commits an act of hazing when the person intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with a school.
- Retaliation:** Retaliation means to get revenge against someone or to do something bad to someone who has hurt you. Retaliation against any person, because the person filed a bullying or harassment complaint or assisted or participated in an investigation is prohibited.
- False Report:** To file a false report is to knowingly, with the intention to deceive, reports something that did not occur or is not accurate.

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It is the policy of the Saydel Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Julie McKibben, Director of Student Services, 5740 NE 14th Street, Des Moines, IA 50313 mckibbenjulie@saydel.net. Office for Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661

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