

## Briggs School Bully Policy

*Briggs School Policy adheres to The School Safety and Bullying Prevention Act at 70 O.S. § 24-100.4(A) requiring each public school district board of education to adopt policies to address investigation of reported incidents of bullying.*

### I. Prohibition of Incidents of Bullying

It is the policy of the Briggs School District to prohibit all bullying of any person at school. Prohibited conduct includes incidents of bullying instigated by use of electronic communication specifically directed at students or school personnel.

### II. Definitions

The following words and terms used in this policy shall have the following meaning: "**At school**" means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

"**Bullying**" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal communication, 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, or 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 telecommunication 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.

### III. School Bullying Prevention and Intervention

The Briggs School District shall ensure compliance with the following strategies for bullying prevention and appropriate intervention when incidents of bullying occur at school:

**A. Bullying Reporting Procedures:** The primary point of contact will report any and all incidents of bullying to the principal and or counselor in a timely manner not to exceed a 24 hour period. The duty of the principal, counselor and/or designee:

1. To receive, promptly review, and track reports of incidents of bullying;
2. To establish and maintain the confidentiality of reports of incidents

of bullying as appropriate;

3. To establish a method for receiving anonymous reports of incidents of bullying;
4. To publicize the procedures for reporting set forth in this policy to all students, parents/legal guardians of students, and school employees;
5. To educate the school and community about bullying prevention measures; and
6. To review, monitor, and suggest strategies for improvement of the school climate in order to facilitate prevention and intervention of bullying incidents in the school site and promote a school culture of intolerance of bullying behaviors;
7. To report the number of documented and verified incidents of bullying to the district and/or the State Department of Education in accordance with the requirements of 70 O.S. § 24-100.4(F) and accompanying regulations at 210:10-1-20;
8. To serve on the Safe School Committee and make recommendations for bullying prevention education, professional development, and/or policies and procedures pertaining to bullying prevention; and
9. Any other duties deemed necessary by school administrators and/or the Safe School Committee to facilitate bullying prevention at the school site.

**B. Training and education in school bullying prevention and intervention.** All school administrators and school employees shall be required to complete annual professional development training in school bullying prevention, identification, response, and reporting that meets the requirements of 70 O.S. § 24-100.4(A) and 210:10-1-20. Selection of the required training at each school site shall be based upon the recommendation of the Safe School Committee established at the site.

**C. Safe School Committee.** Every school site in this district shall establish a Safe School Committee that meets the requirements of 70 O.S. § 24-100.5(A). The duties of the Committee shall be the duties set forth in 70 O.S. § 24-100.4(B).

**D. Bullying Prevention Programs.** This district shall implement an educational program for students and parents in preventing, identifying, responding to and reporting incidents of bullying

#### **IV. Reporting Incidents of Bullying**

The system of incident reporting in this district shall ensure that students are encouraged to report incidents of known bullying and shall remove

unnecessary obstacles that would serve as a deterrent to reporting (e.g., ensuring availability of reporting procedures during the school day, ensuring a student is not penalized for tardiness or absence from a class incurred as a result of reporting an incident). To facilitate prompt reporting and tracking of all incidents, school sites shall, at a minimum follow the following procedures: Such procedures shall, at a minimum, address all of the following requirements:

**A. District Bullying Report Form.** Students shall be informed of the process for reporting incidents of bullying and encouraged to report all incidents of bullying. Incidents of bullying shall be reported on the “District Bullying Report Form” which shall be made available to students at all times during regular school hours, including in the main/front office of the school site, the office of the school counselor, the website of the school site, and any other locations recommended by the Safe School Committee. Students shall be advised that they may obtain assistance from a school official if they have questions about completing the District Bullying Report Form or if they are unable to complete the form without assistance (e.g., students unable to write legibly due to age, disability, etc.). The District Bullying Report Form shall be designed to facilitate reporting of incidents. And shall include:

1. Date and approximate time of incident;
2. Location of incident;
3. Name(s) of all individuals at whom the incident was directed or who were affected by the bullying behavior;
4. Name(s) of all individuals who initiated or encouraged the bullying behavior;
5. Name(s) of all individuals who witnessed the incident or may have information pertaining to the incident;
6. Description of the incident. Examples include, but are not limited to the following:
  - (i) Gesture, written, or verbal expressions (e.g., written or verbal threats, obscene gestures directed toward a student);
  - (ii) Physical acts (e.g., physical fights, assault, or attack);
  - (iii) Electronic communication (e.g., cellphone, instant messaging, email, social networking, audio or visual images);
  - (iv) Damage of a student's property (e.g., stealing, hiding, or damaging property);
  - (v) Threatening another student (i.e., communication leading to a reasonable fear of harm to the person or property of another individual or individual's friends or family);
7. Identification of any physical evidence of the conduct (e.g., written notes, emails, property destruction, voicemail messages, audio or video recordings);

**8. OPTIONAL:** Name of individual reporting the incident and contact information at which the individual reporting the incident may be reached to seek additional information (unless the form is for the purpose of anonymous reporting);

## **V. Response to Reported Incidents of Bullying**

Briggs School shall follow the following procedure in response to reported incidents of bullying. Upon receipt of a report of a bullying incident, the principal/counselor shall initiate and document an investigation. Upon the findings and determination of the alleged incident the appropriate parties will be notified.

Upon completion of an investigation, a school may recommend that available community mental health care, substance abuse, or other counseling options be provided to students involved in bullying incidents. A school may request the disclosure of any information concerning students who have received mental health, substance abuse, or other care pursuant to paragraph 13 of this subsection that indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions 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 the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information.

## **VI. Remediation and Consequences for Incidents of Bullying**

### **A. Consequences for Individuals Who Commit Incidents of Bullying.**

Appropriate consequences shall be imposed for every individual who commits an act of bullying or an individual found to have falsely accused another student of bullying as a means of bullying or retaliation or reprisal for reporting an act of bullying. Consequences shall be determined, implemented and enforced in a manner that is consistent with the due process requirements set forth in the district's policies pertaining to student and employee discipline. Examples of appropriate consequences may include, but are not limited to the following:

1. Verbal or written warnings;
2. Conferences with the parent(s)/legal guardian(s) of the students involved in an incident of bullying;
3. Detention;
4. Loss of school privileges;
5. Course and/or teacher reassignment;
6. Prohibition or suspension of participation in school activities;

7. In-school or out-of-school suspension in accordance with the provisions of 70 O.S. § 24- 101.3 and district policies and procedures pertaining to student discipline;
8. Restitution of a victim's property that has been damaged as a result of the bullying incident;
9. Reassignment, suspension, and/or termination of school employment;
10. Referral to law enforcement.

#### **B. Factors for Determination of Consequences for Incidents of Bullying Behavior.**

The school administrators or designee shall determine consequences for incidents of bullying behavior on a case- by-case basis in a manner that is proportionate to the severity of the conduct. Consequences for verified acts of bullying behavior shall be applied in such a manner as to ensure fair and impartial application of consequences (e.g., student's academic or athletic status shall not be considered as a factor for determination of appropriate consequences). In determining what consequences are appropriate for an individual determined to have perpetrated an incident of bullying, every school administrator shall include the following factors in the consideration:

1. If the individual who perpetrated the incident was a student: (i) The age of the student; (ii) The life skills of the student; (iii) The grade level of the student; (iv) The mental, physical and emotional development level of the student; and (v) Personal obstacles such as a history of abuse suffered by the student or negative family situation.
2. The existence of any previous bullying behavior or continuing or ongoing pattern(s) of behavior by the perpetrator;
3. The circumstances in which the incident occurred;
4. The nature and severity of the bullying behavior involved in the incident;
5. The nature and severity of harm to the victim of the incident, including: (i) Consideration of documented physical, mental and emotional distress resulting from the incident; and (ii) The existence of any mental, physical, or health conditions of the victim exacerbated by the incident;
6. The relationship between the individuals involved; and
7. The potential for future violent conduct.

#### **C. Factors for Determination of Consequences for False Accusations.**

The school administrator or designee shall determine consequences for incidents in which an individual intentionally and knowingly reports

a falsified accusation of a bullying incident as a means of bullying or as a means retaliation or reprisal against another student in response to a previous reported incident of bullying. Consequences shall be sufficient to deter false reports of conduct, but not so severe as to deter credible reports of bullying incidents. All of the following factors shall be considered in determining appropriate consequences for a falsified accusation:

1. The status of the individual (i.e., student, employee, volunteer, etc.);
2. If the individual who made the false accusation was a student: (i) The age of the student; (ii) the life skills of the student; (iii) the grade level of the student; (iv) the mental, physical and emotional development level of the student; and (v) Personal obstacles such as a history of abuse suffered by the student or negative family situation.
3. Whether the individual who falsely accused another student of bullying has been the perpetrator of previous bullying incidents;
4. The nature and severity of the bullying behavior involved in the incident; and
5. The circumstances in which the incident occurred.

## **VII. Annual Notice of School Bullying Prevention Policy**

Briggs School shall implement a strategy for publicizing and distribution of this policy and all accompanying forms and procedures for reporting and investigation of incidents of school bullying. Publication and distribution shall comply with the provisions of 70 O.S. § 24- 100.4 and 210:10-1-20, and shall at a minimum meet all of the following requirements:

- A.** An annual written notice of the bullying policy shall be provided to parents, guardians, staff, volunteers, and students.
- B.** A copy of this policy shall be posted on the Briggs School District website. Notice of the policy shall be in the student and employee school handbook.