

## USD 505 Bullying Plan (Also see Policies GAAE and JDDC)

Bullying means: Any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by student, staff member or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student's or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to the K.S.A. 72-8256 or subsections (e) of K.S.A. 72-8205 and amendments thereto. USD 505 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, "parent" includes biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a "staff member" means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school sponsored activities, programs and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in the district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least {annually/biannually}.

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board's bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors. (See Policies, EBC, GAAC, GAACA, JGEC, JGECA and KN)

**NATURE OF COMPLAINT:**

1. I believe that I or someone I know has been subjected to bullying in the following form(s):

- Physical Bullying (*persistent pushing/shoving, making threats, defacing property, stealing, etc...*)
- Emotional Bullying (*persistent name calling, teasing, insulting, harassing phone calls, etc...*)
- Social Bullying (*persistent gossiping, teasing about looks, excluding someone from groups, arranging public humiliation, etc...*)
- Cyber-Bullying (*persistent texting/messaging threats, posting defamatory Web sites, e-mailing derogatory photos, etc...*)

2. Who was the person(s) engaging in bullying?

3. Who was the person(s) being bullied?

4. When did the incident occur?

5. Where did the incident occur? What school do those involved attend?

- |  |   |
|--|---|
| <input type="checkbox"/> Chetopa High School   | <input type="checkbox"/> St. Paul High School   |
| <input type="checkbox"/> Chetopa Elementary    | <input type="checkbox"/> St. Paul Middle School |
| <input type="checkbox"/> Chetopa Ball Field    | <input type="checkbox"/> St. Paul Elementary    |
| <input type="checkbox"/> Chetopa Bus           | <input type="checkbox"/> St. Paul Ball Field    |
| <input type="checkbox"/> To and/or From School | <input type="checkbox"/> St. Paul Bus           |
| <input type="checkbox"/>                       | <input type="checkbox"/> To and/or From School  |

q6. Please describe, to the best of your ability, the bullying incident or act:

7. What effect did the incident have on you?

8. Were there any witnesses to this incident?      Yes      No      If so, who?

9. What action do you believe the school should take with regard to this incident?

10. What is your name? (optional) Contact Information?

11. If this matter proceeds to a formal hearing, will you appear and testify as to your knowledge of the matter?  
Yes    No

**REPORT TO STAFF MEMBER USD 505**

Pursuant to K.S.A. 72-89b03, administrative, professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the student to the Superintendent. The superintendent shall investigate the matter, and, if it is determined that the student has been involved in the following, the superintendent shall provide information and the identity of the pupil to all employees who are involved, or likely to be directly involved, in teaching or providing related services to pupil:

1. Any student who has been expelled for conduct which endangers the safety of others;
2. Any student who has been expelled for commission of felony type offenses;
3. Any student who has been expelled for possession of a weapon;
4. Any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life.
5. Any student who has been tried and convicted as an adult of any felony except theft involving no direct threat to human life

You are notified that \_\_\_\_\_, within the past 365 days, has been expelled, adjudged or convicted for an activity listed above.

**School District staff are required by both Federal Law and K.S.A.72-6214 to protect the right of privacy of any student under the age of 18 and the student's family regarding personally identifiable records, files, data, and any information directly related to the student and his/her family. I acknowledge this responsibility and agree that I will disclose the above information only to other USD 505 employees and officials. Violation of these privacy rights could include sanctions up to and including termination.**

Signed \_\_\_\_\_  
School employee who receives the report

Signed \_\_\_\_\_  
Administrator or school employee making report

## REPORT TO LOCAL LAW ENFORCEMENT

Pursuant to K.S.A. 72-89b03, the administrator or other school employee whose signature appears below is reporting the following crime:

{Briefly describe each incident and the person/s involved in felonies, misdemeanors and weapons}

Date	School/Location	Student/s or Person/s Involved	Brief Description
1.			
2.			
3.			
4.			
5.			

**School Districts are required by Federal Law and K.S.A. 72-6214 to protect the privacy rights of students under the age of 18.**

Signed \_\_\_\_\_  
Administrator or other school employee

Cc: Superintendent of Schools, USD 505  
Student/s File