

## SEXUAL HARASSMENT, INTIMIDATION, AND BULLYING

Internal threats to student safety, such as sexual harassment or inappropriate conduct of a sexual nature directed at students, either male or female, by district employees, substitutes, other students, volunteers, or third parties associated with schools are strictly prohibited. Such conduct is considered a violation that is disorderly, disruptive, and/or criminal and will not be tolerated.

Any employee or substitute who engages in such conduct may be subject to disciplinary action, up to and including a recommendation for termination or permanent removal from the district's active substitute roster. A student who engages in such conduct may be disciplined up to and including expulsion. All school employees including substitute employees are required to report alleged violations of this policy to the principal or his/her designee immediately. Sexual harassment may be generally defined as unwelcome (as determined based on the age of the student) sexual advances, requests for sexual favors, and written, spoken, or physical conduct of a sexual nature. Inappropriate conduct of a sexual nature directed towards students will also not be tolerated. For further information regarding the district's policy related to the prohibition of sexual harassment of students or inappropriate conduct of a sexual nature directed towards students, refer to Board Policy JI, Student Rights and Responsibilities, and its accompanying Administrative Rule.

Any student who believes he or she has been subjected to sexual harassment or inappropriate conduct of a sexual nature by an employee, substitute, another student, a volunteer, or a third party, is encouraged to file a complaint per Board Administrative Rule JI-R. For details and further information, see Board Policy JI. All complaints will be investigated promptly. Students who file such complaints or any individuals who provide information relevant to such a complaint will not be subject to retaliation or reprisal in any form. Students who know that sexual harassment or inappropriate conduct of a sexual nature directed at students is or may be occurring should notify the school's principal, a school counselor, or a school administrator immediately.

Harassment, intimidation, or bullying of students is prohibited. Harassment, intimidation or bullying is defined as a gesture, electronic communication or a written, verbal, physical or sexual act reasonably perceived to have the effect of the following: harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage; or insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school. Any student who believes he or she has been subjected to harassment, intimidation, or bullying, as defined in State law and Board Policy JICFAA (Harassment, Intimidation or Bullying), is encouraged to file a complaint per Policy JICFAA/JICFAA-R.

Reports may be made anonymously. Complaints will be investigated promptly and thoroughly. Students who file such complaints or any individuals who provide information relevant to such a complaint will not be subject to retaliation or reprisal in any form. Appropriate disciplinary action will be taken against any individual determined to have engaged in such conduct towards a student.

Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. Language that is intended to harass, humiliate, and intimidate another student is considered serious behavior. This includes racial or gender slurs, sexual harassment, and threats of physical harm.

Students shall avoid any conduct, behavior, or action that could be characterized as bullying. Bullying may include, but is not limited to the following:

- Hurting someone physically by hitting, kicking, tripping, pushing, etc.
- Stealing or damaging a student's property
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl
- Spreading rumors about someone
- Leaving someone out on purpose or trying to get other students not to play with someone

- Demeaning or systematically excluding any student or group

Bullying is prohibited against members of the same sex as well as against members of the opposite sex. The administration will do the following things to help prevent bullying so that students feel safe at school:

- Closely supervise students in all areas of the school
- Watch for signs of bullying behavior and stop it when it happens
- Respond quickly and sensitively to bullying reports
- Take parents' concerns about bullying seriously Look into all reported bullying incidents
- Assign consequences for bullying based on school discipline code.
- Provide immediate consequences for anyone who retaliates against students who report bullying.

The school will work to do the following to prevent bullying:

- Provide a copy of the bullying policy to all students and parents.
- Inform all students and parents about the definition of bullying, the procedures for registering a complaint, and the consequences for bullying.
- Designate administrators (and school counselors, school resource officers, teachers, etc.) who are informed of the procedures and understand how to implement them. For example, they should be made aware of the kinds of acts that constitute bullying, the district's commitment to eliminating and avoiding bullying in the schools, the penalties for engaging in bullying behaviors, the procedures for reporting incidents of bullying, and the procedures for coaching the student who was bullied and coaching the student who engaged in bullying.

Students will be encouraged to do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in activities, especially those who are often left out.
- Report bullying to an adult.
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### Reporting and Response Procedures

Students who believe they have been bullied are encouraged to immediately inform a teacher, counselor, administrator, or other school staff. Staff, students, or volunteers who witness or have reliable information that a student has been harassed or bullied are to report the matter to an administrator, counselor, teacher, or other school staff member immediately.

- Teachers are to report incidents of bullying either witnessed or reported to an administrator.
- All administrators and/or designated employees will follow up periodically on any incident of bullying they were involved in investigating to determine whether the student has been subject to any further bullying since the corrective action was taken.
- Incidences of bullying should be documented to determine a pattern. Disciplinary consequences may become more severe based on the number of infractions.
- Retaliation against students who report bullying is prohibited. Retaliation against those who participate in an investigation of bullying is prohibited. All incidents of retaliation shall be immediately reported to an administrator and are subject to disciplinary action.

Students making false accusations of bullying as a means of reprisal, retaliation, or harassment are subject to disciplinary action. Engaging in bullying behavior on school property or when under the jurisdiction of the school, including while on a school bus, is considered a violation, is disorderly, disruptive, and/or is an act of criminal nature. Such conduct may result in disciplinary action, including suspension, and/or expulsion in certain instances.

Title IX Coordinator: Keith McSwain, Principal

