

Bullying, Cyber Bullying, Intimidation and Harassment

A Handbook for Parents and Students





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Bullying, Cyber Bullying, Intimidation and Harassment

Policy Statement

The Cloudfcroft Municipal School Administration as well as the Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

The mission of Cloudfcroft Municipal Schools is a key component to our student's success. All members of the learning community will develop a spirit of generosity, a sense of belonging, the satisfaction of mastery, and a license for independence in order to prepare students to be good citizens and contributing members of a democratic society.

For the purpose of this Protocol, the term "parent," means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parents(s), or parent surrogate(s) or a pupil. Where parents are separated, or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

Board Policy IJNDB-E is found on the following page.

Bullying/Cyberbullying Prevention/Intimidation/Harassment

Cyberbullying, as defined below, is prohibited when such bullying creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities, or performance.

Bullying and harassment is prohibited in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Anti-bullying shall be included as a part of the health education curriculum as set forth in 6.29.6.8 NMAC

Definitions:

- **"Bullying"** by another student means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one (1) or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
- **"Cyberbullying"** means electronic communication that targets a specific student; is published with the intention that the communication be seen or disclosed to the targeted student; is in fact seen by or disclosed to the targeted student; and creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities or performance.
- **"Harassment"** means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
- **"Intimidation"** to make timid or fearful; frighten; to compel or deter by or as if by threats

Licensed School Staff Responsibility

Licensed school employees shall complete training on how to recognize signs that a person is being harassed, bullied or cyberbullied and shall be responsible for reading and understanding this policy. A licensed school employee who has information about or a reasonable suspicion that a person is being harassed, bullied or cyberbullied shall report immediately to the school principal, an administrator, the superintendent or any of these school officers. Any school administrator who receives a report of harassment, bullying, or cyberbullying shall take immediate steps to ensure a prompt investigation of the report and shall take prompt disciplinary action in response to these acts upon confirmation of the occurrence through such investigation. Such action may include the least restrictive means necessary to address a hostile environment on the school campus resulting from confirmed harassment, bullying or cyberbullying that include, but are not limited to,

- Counseling
- Parent-Student disciplinary conference
- Directed reflective activities
- Verbal Warning
- Written warning
- Written notification
- Suspension from transportation
- Suspension from athletic participation
- Suspension from social or extracurricular activities.
- Suspension of other privileges
- Expulsion from a particular class.
- In-School suspension
- Involuntary transfer
- Mediation
- Anger Management
- Participation in skill-building and resolution activities
- Loss of IT privileges at school
- Community Service
- Suspension
- Discipline up to expulsion, in addition to other civil and criminal prosecution.

These punishments may be in addition to any customary discipline that the District presently dispenses. Where disciplinary action is necessary, District policies and regulations pertaining to permissible penalties and procedures shall be followed as in policy (see Discipline Matrix).

Types of Reporting

Three Types of reporting:

1. Verbal
2. Written
 - a. See form A
3. Anonymous
 - a. See form B

Harassment, Bullying, Cyber Bullying, Intimidation Investigation Procedures

- Detailed and specific times
- Verbal reports must be made to the Principal by the involved staff member on the same day the incident occurs
- Involved staff member must complete follow-up written report within two (2) school days of the verbal report (Form A/B).
- Principal/designee must initiate an investigation within one (1) school day of receiving the verbal report
- Principal/designee must contact parents/guardians of alleged victim and alleged aggressor to inform them about the incident within one (1) school day of receiving the verbal report
- Principal/designee may appoint others to assist in investigation
- Investigation must be completed as soon as possible but no later than five (5) school days from the date the written report was received
- If Principal/designee concurs with findings, parent(s)/guardian(s) of alleged victim and alleged aggressor will be notified with the findings while maintaining student confidentiality.
- Principal/designee must give completed report to identified school site individual responsible for collection of HIB data.
- Principal/designee will follow up with alleged victim and alleged aggressor as well as their parents/guardians within ten (10) days of the completed HIB report.

Due Process Rights for Alleged Accused and Alleged Victim(s)

Parents of all parties, including the alleged victim(s) and alleged bully, involved have the right to receive verbal information regarding the allegations and findings. Principal/Designee must provide information to both parties within five (5) school days after the results of the investigation were submitted to the identified school site individual responsible for collection of HIB data.

Right to Appeal

Upon conclusion of the investigation should either the student accused of bullying or the target of the bullying take exception to the outcome of the investigation, an appeal may be made to the Superintendent of schools in writing. The Superintendent will review the actions taken based upon the application of appropriate school policy and procedure. The Superintendent will review the report and procedures and may refer the actions for further consideration, affirm the action or make such changes as may be in accord with current policy and procedure. The determination of the Superintendent is final.

Student Safety Plan

Development of a student safety support plan for students who are targets of bullying will be completed on a case by case basis. This plan will address safety measures the school will take to protect targeted students against further acts of bullying.

Principal/Designee Responsibilities

The Principal/Designee shall:

- Initiate the investigation.
- Contact parent(s)/guardian(s) of alleged victim and alleged aggressor to advise them of the incident while maintaining student confidentiality.
- Keep abreast of the situation.
- Keep in close contact with the School Safety Team and update them with current information.
- May appoint others to assist with investigation.
- In conjunction with the School Safety Team, shall determine the “range” of ways to address the incidents of bullying/intimidation/harassment behavior. These may include but are not limited to: training, discipline actions, counseling, or intervention programs.
- Be an active participant of the School Safety Team.
- Provide training on the School Bullying Harassment, and Intimidation Protocol to employees; contact service providers and volunteers who have significant contact with students.
- Annual reevaluation, reassessment, and review of bullying/ Harassment/Intimidation Protocol with input from the School Safety Team
- Post the names, school phone number, address and school email addresses of identified school team members in the office.
- Appoint certified school employee as Harassment, Intimidation, and Bullying data collector where all reports will be centrally accounted for and stored.

School Safety Team Responsibilities

(Principal, Assistant Principal/Designee, Guidance Counselor, Mental Health

Provider, Teacher, Family Service Worker for each school)

School Safety Team shall:

- Receive any complaints of harassment, intimidation, or bullying of students that have been reported to the Principal/Designee.
- Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying.
- Identify and address patterns of harassment, intimidation, or bullying of students in their school.
- Review and strengthen school climate and the policies of the school to prevent and address harassment, intimidation, and bullying of students.

**Harassment, Intimidation, & Bullying Complaint Reporting
Form A
Part 1**

This form **MUST** be completed to file a complaint relating to an incident of alleged harassment, intimidation, and/or bullying. It must be turned into the school Principal/Designee.

Name (last, first, middle)	
I am: <input type="checkbox"/> Complainant <input type="checkbox"/> Witness	Witness Title: <input type="checkbox"/> Teacher <input type="checkbox"/> Student <input type="checkbox"/> Parent <input type="checkbox"/> Other
Target Name (last, first, middle)	Gender _____ Age _____
Accused Name (last, first, middle)	Gender _____ Age _____
School Site/Location (where incident occurred)	Interview Date
Principal/Administrator	Incident Date

Describe the location where the incident took place and if there were any adults present:

List any person who you know or have reason to believe may have relevant information regarding the harassment, intimidation, and/or bullying:

Name _____ Staff Student Other

Name _____ Staff Student Other

Name _____

Staff Student Other

Harassment, Intimidation and Bullying

Form A

Part 2

Describe the nature of the harassment, intimidation, or bullying. Include any gesture, written, verbal, or physical act(s), or any electronic communication. (Attach additional sheets if necessary.):

Additional sheets attached: Yes No

List any evidence of bullying (i.e. letters, photos, etc – attach if possible):

Identify what harm you believe was or may have been caused by the alleged incident. Check all that apply:

- Substantial disruption or interference with the orderly operation of school or rights of others.
- Physical or emotional harm
- Insulting or demeaning
- Creates a hostile educational environment
- Interferes with education
- Other:

I agree that all the information on this form is true and accurate to the best of my knowledge.

Signature of Complainant/Witness

Date

Name of person receiving form

Date

For Office Use Only (To be completed at the end of the investigation)

Date Received: _____

Received By: _____

Action	Aggressor Agrees to Informal Resolution(s) and/or Discipline (e.g. Changing aggressor’s class schedule)	Formal Resolution (Administrative Action)	Formal Resolution (Administrative Action)
Date			
Outcome (attach additional sheets if necessary)			

I have reviewed this HIB report and concur with the investigation, findings, and outcome.

School Principal (or designee): _____ Date: _____

Safety Team for Review (Signature of Designee for Safety Team)

Date:	Signature:
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**Harassment, Intimidation, & Bullying Complaint Reporting
Form B
Part 1**

If you have information regarding harassment, intimidation, and/or bullying and would like to report this information anonymously, please fill out this form to the best of your knowledge.

Target Name (last, first, middle)	Gender _____ Age
Accused Name (last, first, middle)	Gender _____ Age
School Site/Location (where incident occurred)	Interview Date
Principal/Administrator	Incident Date

Describe the location where the incident took place and if there were any adults present:

List any person who you know or have reason to believe may have relevant information regarding the harassment, intimidation, and/or bullying:

Name _____ Staff Student Other

Name _____ Staff Student Other

Name _____ Staff Student Other

**Harassment, Intimidation and Bullying
From B
Part 2**

Describe the nature of the harassment, intimidation, or bullying. Include any gesture, written, verbal, or physical act(s), or any electronic communication. (Attach additional sheets if necessary):

Additional sheets attached: Yes No

List any evidence of bullying (i.e. letters, photos, etc – attach if possible):

Identify what harm you believe was or may have been caused by the alleged incident. Check all that apply:

- Substantial disruption or interference with the orderly operation of school or rights of others.
- Physical or emotional harm
- Insulting or demeaning
- Creates a hostile educational environment
- Interferes with education
- Other:

Thank you. This report will be reviewed within 2 school/work days. If you fear a student is in immediate danger, contact their home school, the Cloudcroft Police Department, or the Otero County Sheriff's Department.

For School Use Only:

Date Received	
Received By	
Outcome	

