

NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29

CHESTERFIELD SCHOOL DISTRICT

JICK

PUPIL SAFETY AND VIOLENCE PREVENTION POLICY

The Board is committed to providing a safe school environment in which the members of the school community are treated with respect. "Bullying" interferes with this proper school environment. Accordingly, the Board will establish a procedure intended to minimize and prevent bullying by dealing with such acts of verbal or physical abuse. This policy and procedure is directed to students who bully other students. Nevertheless, adults bully too. An employee or contractor who bullies students shall be referred to appropriate personnel for prompt and appropriate investigation, discipline, and/or assistance.

Approved: C – 9/6/01

ADMINISTRATIVE PROCEDURE TO ACCOMPANY POLICY JICK

PUPIL SAFETY AND VIOLENCE PREVENTION POLICY

Bullying is conduct which subjects a pupil to insults, taunts, or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response from the pupil.

Report of Bullying (In accordance with RSA 193-F:3(II):

Any school employee or employee of a company under contract with the district who has witnessed or has reliable information that a pupil has been subjected to bullying shall report such incident to the principal of the pupil's school who shall further report the incident to the superintendent.

1. **Designee**

The principal of a school may designate in writing additional staff at the school to receive the initial report of bullying and to make a report to both the principal and the further report to the superintendent. A report to or from an assistant principal shall be deemed a report to or from the principal. A report to the assistant superintendent shall be deemed a report to the superintendent.

2. **Time of Report**

It is generally expected that the initial report of bullying to the principal or the principal's designee shall be accomplished either the same school day as the incident or the next school day. The principal and/or designee shall make the further report of the incident to the superintendent in a timely fashion after receipt of the initial report.

3. **Report in Writing**

The principal shall be responsible for making sure that a satisfactory description of the bullying incident is reduced to writing and received by the superintendent. In many situations, this report of the incident to the superintendent may be combined with the written results of the investigation (see section 6 below). Use of a district-wide bullying incident report form or the school's regular disciplinary report/referral form is generally preferable.

4. **Immediate Attention**

The principal, in such consultation with teachers and counselors or supervisor of the accused aggressor, and the victim as the principal may deem useful, shall endeavor to promptly address any immediate concerns as may arise from the incident. The principal shall consider here safety, recurrence, retaliation, and the immediate psychological needs of affected pupils.

5. Investigation

Unless directed otherwise by the superintendent, the principal/assistant principal shall conduct an investigation of the reported incident. This investigation may be assigned to a school counselor or other professional staff member deemed appropriate to investigate the incident. It would generally be expected that the investigator shall interview separately the accused aggressor, the victim, and other witnesses. Nevertheless, the investigation shall, at all times, be age-appropriate and may thereby require different methods. Teachers, counselors, other staff members, parents, and others may provide insight and relevant evidence even if not direct witnesses to the incident. In many instances, a successful investigation might conclude without need for a finding of the specific facts to the incident if all pertinent parties and the investigator conclude that the accused aggressor will not repeat instances of bullying, and there is unlikely to be an undesired response from the victim.

6. Written Results of the Investigation

The investigator shall direct a report in writing to the superintendent with a copy to the principal. The report shall address: (1) factual findings; (2) recommended course of action to assist the accused aggressor; (3) recommended course of action to assist the victim; (4) recommended disciplinary measures; and (5) other issues deemed pertinent by the investigator. It would generally be expected that the investigation and the written results shall be concluded within twenty (20) calendar days after receipt of the initial report. In many situations, this investigation report to the superintendent may be combined with the report of the incident (see section 3 above.)

7. Discipline

A founded act of bullying may result in discipline. If the principal is the investigator, the principal may begin the imposition of discipline immediately upon determination that an act of bullying took place. Discipline for an incident of bullying may include suspension and/or expulsion. The prior disciplinary history and educational record of the aggressor shall be reviewed in the course of the imposition of discipline.

8. School Handbooks

Each school handbook which is distributed to pupils and parents at the start of the school year shall reference that "The school is committed to providing a safe school environment in which the members of the school community are treated with respect. 'Bullying' interferes with this proper school environment. Accordingly, the school follows a procedure intended to minimize and prevent bullying by dealing with such acts of verbal or physical abuse. See Chesterfield School District Policy and Procedure #2064/5051." The handbooks may contain such further statements intended to minimize the occurrence of bullying as the principal may determine is useful.

9. Notice to Staff

At the beginning of each school year, and when necessary throughout the school year, the principal shall alert all staff to the bullying reporting requirements of RSA 193-F and this policy and procedure.

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9. Brief description of incident: *(If this report includes the written results of the investigation, it should include recommended courses of action to assist aggressor and/or victim and any recommended disciplinary action. Use a separate sheet, if necessary.)*

Signature of Principal or Designee

Date