

Category P

Also, JBAA, JIC, JICD, IHBA

I. General Statement of Policy

The Board is committed to providing all pupils a safe school environment in which all members of the school community are treated with respect. This policy is intended to comply with RSA 193-F:3, which specifically identifies "bullying" as a form of pupil harassment. Conduct constituting bullying will not be tolerated, and is prohibited by this policy, in accordance with RSA 193-F:3.

II. Bullying Defined

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 student being treated in this manner. The Superintendent may develop administrative regulations to implement this definition.

III. Reporting Procedures

Any school employee or employee of a company under contract with a school in the District, or the District itself, who has witnessed or has reliable information that a pupil has been subjected to "bullying," as defined in II above, shall report such incident to the principal, or his/her designee.

The Principal is initially responsible for receiving oral or written reports of violations of this Policy. The Principal may designate, in writing, an additional person to receive such reports. If the Principal received the information verbally, he/she shall reduce the report he/she received to writing within twenty-four hours of receiving the information, and forward it to the Superintendent. If the Principal received the information in writing, he/she shall forward what he/she received to the Superintendent within twenty-four hours of receipt.

The District will make available forms for reporting incidents of bullying, and shall encourage the use of these forms. Such forms shall be available in the Principal's office in each building, and from the Superintendent's Office. After receiving any such report, the Principal shall report the incident to the Superintendent, who shall notify the School Board.

The principal, or designee, shall by telephone and in writing via first-class mail, report the incident to the parent or legal guardian of all pupils involved within 48 hours of the occurrence of such incident. Any such notification under this policy must be consistent with student privacy rights under the applicable provisions of FERPA. The notice shall advise the individuals involved of their due process rights including the right to appeal to the state board of education.

The Superintendent may, within the 48 hour time period, grant the Principal a waiver from the notification requirement if the Superintendent deems such waiver to be in the best interest of the child. Any waiver granted shall be in writing.

IV. Investigation

The Superintendent shall direct an investigation to be made of reports of bullying in accordance with the procedures specified in Policy JBAA.

V. Training

The Superintendent may develop age-appropriate methods of discussing the meaning, substance, and application of this policy with staff and students in order to minimize the occurrence of bullying, and for staff to effectively respond to any such incidents.

VI. Notice of Policy

The Superintendent shall provide written notice of this policy to students, parents, and staff through appropriate references in the student and employee handbooks, or through other reasonable means. The Superintendent shall also make all contractors contracting with the District aware of this policy.

VII. Discipline

If it is determined, after investigation, that a pupil has engaged in bullying conduct prohibited by this policy and implementing administrative regulations, that pupil shall be subject to appropriate disciplinary action, which may include, but not be limited to, suspension and expulsion. Any such disciplinary action shall be taken in accord with applicable school board policy and legal requirements.

VIII. Appeal

Aggrieved parties may appeal disciplinary action to the School Board. The School Board shall notify all parties involved in writing of its decision. The aggrieved party has the right under RSA 193-F:3 to appeal the decision of the School Board to the State Board of Education, who shall, in writing, notify all parties involved of its decision.

IX. Capture of Audio Recordings on School Buses

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunctions with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

Legal References:

RSA 193-F:3, Pupil Safety and Violence Prevention Act of 2000

RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed

Approved KBE: May 13, 2008

Revised: October 12, 2009

Approved KBE: November 10, 2009

ADMINISTRATIVE PROCEDURE TO ACCOMPANY POLICY JICK,
PUPIL SAFETY AND VIOLENCE PREVENTION

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 in accordance with Policy JICD. 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 Keene School District Policy and Procedure JICFA. 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.

Approved: K - 6/12/01

Revised: K - 10/12/09

Approved KBE: November 10, 2009

