

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy Reference: Anti-Harassment, Anti-Intimidation, or Anti-Bullying

Per House Bill 276; House Bill 19; and Substitute House Bill 116

Ohio Revised Code Reference: 3301.22, 3313.666

1. Carroll County Board of Developmental Disabilities Anti-Harassment, Anti-Intimidation, or Anti-Bullying Policy (Ohio Revised Code requirements are marked with an asterisk.)
 - 1.1. It is the policy of the Board of that any form of bullying behavior, whether in the classroom, on school property, to and from school, **on a school bus**, or at school-sponsored events, is expressly forbidden.
 - 1.2. *To implement this policy, the Board establishes a policy prohibiting harassment, intimidation or bullying. The policy was developed in consultation with parents, school employees, school volunteers, students and community members. The policy must include the following:
 - 1.2.1. *A statement prohibiting harassment, intimidation or bullying of any student on school property, **on a school bus**, or at school-sponsored events **and expressly providing for the possibility of suspension of a student found responsible for harassment, intimidation, or bullying by an electronic act;**
 - 1.2.2. *A definition of harassment, intimidation or bullying that shall include the definition in 3.1 of this model policy;
 - 1.2.3. *A procedure for students, parents or guardians to report prohibited incidents to teachers and school administrators;
 - 1.2.4. *A requirement that school personnel report prohibited incidents they witness and/or receive reports on from students to the school principal or other administrator designated by the principal;
 - 1.2.5. *A procedure for documenting any prohibited incident that is reported;
 - 1.2.6. *A procedure for responding to and investigating any reported incident including providing intervention strategies for protecting a victim or other person from additional harassment, intimidation or bullying, and from retaliation following a report, including a means by which the person may report an incident anonymously;
 - 1.2.7. *A disciplinary procedure for any student guilty of harassment, intimidation, or bullying, which shall not infringe on any student's

2. Definition of Terms

- 2.1. *Harassment, intimidation or bullying” means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward other particular student more than once and the behavior both:
- 2.1.1. *Causes mental or physical harm to the other student; and
 - 2.1.2. *Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.
 - 2.1.3. **Violence within a dating relationship**
 - 2.1.4. **“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.**
- 2.2. Harassment, Intimidation or Bullying also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:
- 2.2.1. Causes mental or physical harm to the other student/school personnel; and
 - 2.2.2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.
- 2.3. In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.
- 2.4. A school-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Ohio Board of Education.
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4.1.2. Harassment, intimidation, or bullying behavior by any student/school personnel in the Carroll Hills School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.
“Harassment, intimidation, or bullying, in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- 4.1.2.1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and,
- 4.1.2.2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

5. Complaints

5.1. Formal Complaints

- 5.1.1. Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action in accordance with Section 6.
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his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

- 6.1.2. In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of "harassment, intimidation or bullying."

6.2. Administrator Responsibilities

6.2.1. Investigation

- 6.2.1.1. The principal and or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation or bullying. Under the direction of the building principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.
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6.2.2.2.1. Non-disciplinary Interventions

- 6.2.2.2.1.1. When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and their duty to avoid any conduct that could be considered harassing, intimidating or bullying.
- 6.2.2.2.1.2. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

6.2.2.2.2. Disciplinary Interventions

- 6.2.2.2.2.1. When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.
 - 6.2.2.2.2.2. In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.
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- 6.3.1.1.10. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and
- 6.3.1.1.11. Form harassment, intimidation and bullying task forces, programs and other initiatives involving volunteers, parents, law enforcement and community members.

6.3.2. Intervention Strategies for Protecting Victims

- 6.3.2.1. Supervise and discipline offending students fairly and consistently;
- 6.3.2.2. Provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition;
- 6.3.2.3. Maintain contact with parents and guardians of all involved parties;
- 6.3.2.4. Provide counseling for the victim if assessed that it is needed;
- 6.3.2.5. Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;
- 6.3.2.6. Check with the victim daily to ensure that there has been no incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.

7. Reporting Obligations

7.1. Report to the Parent or Guardian of the Perpetrator

- 7.1.1. If after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal or his/her designee shall notify in writing the **custodial** parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.

7.2. Reports to the victim and his/her **custodial** parent or guardian

- 7.2.1. If after investigation, acts of bullying against a specific student are verified, the building principal or his/her designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation and bullying.
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9. Training

- 9.1. **To the extent that state or federal funds are appropriate for this purpose, the Board shall require that all students enrolled in Carroll Hills School annually be provided with age-appropriate instructions, as determined by the Board, on the Board's policy, including a written or verbal instruction of the consequences for violations of the policy.**
- 9.2. Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation or bullying, and their rights and responsibilities under this and other district policies, procedures and rules, at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this policy and procedure, as well as information about other district and school rules and disciplinary policies. This policy and procedure shall be reproduced in student, staff, volunteer and parent handbooks.
- 9.3. **The Board shall incorporate training on the Board's harassment, intimidation, or bullying policy adopted under section 3313.666 of the Revised Code into the in-service training required by division (A) of this section. The Board also shall incorporate training in the prevention of dating violence into the in-service training required by that division for middle and high school employees. The Board shall develop its own curricula for these purposes.** Information regarding the policy on harassment/intimidation/bullying behavior shall be incorporated into employee training materials and volunteers with direct contact with students. Time spent by school employees in the training, workshops or courses shall apply toward any state or district mandated continuing education requirements.
- 9.4. School personnel members are encouraged to address the issue of harassment/intimidation/bullying in other interaction with students. School personnel may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of "harassment/intimidation/bullying."

Revised by Carroll County Board of Developmental Disabilities

Signature of Board Officer _____

Date 1/31/13

