

APPENDIX 1

ANTI-HARASSMENT, INTIMIDATION & BULLYING POLICY

I. Introduction

It is the policy of the School that any form of harassment, intimidation or bullying of any scholar on school property, on a school bus, or at school-sponsored events is expressly forbidden. Moreover, any scholar responsible for harassment, intimidation or bullying by an electronic act faces the possibility of suspension.

II. Definition of Terms

A. "Harassment, Intimidation or Bullying" means either of the following:

1. Any intentional written, verbal, graphic, physical or Electronic Act that a scholar or group of scholars exhibits toward another particular scholar more than once and the behavior both:

a. Causes mental or physical harm to the other scholar; and

b. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other scholar.

2. Violence within a dating relationship.

B. "Electronic Act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device or other electronic communication device.

III. Complaints

A. Written Complaints

Scholars, parents or guardians may file written 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 or Bullying, and the names of any potential scholar or staff witnesses. Such reports may be filed with any school staff member or administrator, and shall be promptly forwarded to the School Principal for review and action in accordance with Section IV.

B. Verbal Complaints

Scholars, parents or guardians may make verbal reports regarding suspected Harassment, Intimidation or Bullying. Such verbal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of the alleged Harassment, Intimidation or Bullying, and the names of any potential scholar or staff witness. Such reports may be filed with any school staff member or administrator and the school staff member or administrator who receives a verbal complaint shall promptly document the complaint in writing, including the above information. Once documented, the school staff member or administrator shall promptly forward the report to the School Principal for review and action in accordance with Section IV.

C. Protection of Person Filing Complaint

Individuals who make complaints as set forth above may request that their name be maintained in confidence by the School. The complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken without disclosing the source of the complaint.

D. False Complaint

1. It is a violation of this policy and procedure to knowingly report false allegations of Harassment, Intimidation, or Bullying. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

2. Making or corroborating false complaints will generally warrant disciplinary action against the perpetrator, however, whether and to what extent to impose disciplinary action (including, but not limited to detention, in and out-of-school suspension; or expulsion) is a matter for the professional discretion of the School Principal.

IV. School Personnel Responsibilities

A. *Teachers and Other School Staff*

Teachers and other school staff who witness acts of Harassment, Intimidation or Bullying shall promptly notify the School Principal or his/her designee of the event observed and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive scholar or parent reports of suspected Harassment, Intimidation, or Bullying shall promptly notify the School Principal and/or his/her designee of such report(s). If the report is a written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the School Principal or his/her designee. If the report is a verbal complaint the teacher or other school staff shall prepare a written report of the verbal complaint which shall be promptly forwarded (no later than the next school day) to the School Principal or his/her designee.

B. Principal Responsibilities

1. Investigation

(a) The School Principal or his/her designee shall be promptly notified of any written or verbal complaint of suspected Harassment, Intimidation or Bullying. Under the direction of the School 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.

- (b) Notwithstanding the foregoing, when a scholar making a verbal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining scholar of the condition that his/her report be anonymous.

2. Remedial Actions

- (a) Verified acts of Harassment, Intimidation, or Bullying shall result in an intervention by the School Principal or his/her designee that is intended to ensure that the prohibition against Harassment, Intimidation or Bullying is enforced, with the goal that any such prohibited behavior will cease.
- (b) Harassment, Intimidation or Bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other scholars. Accordingly, there is no one prescribed response to verified acts of Harassment, Intimidation or Bullying. While conduct that rises to the level of Harassment, Intimidation or Bullying, as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether and to what extent to impose disciplinary action (including, but not limited to detention, in and out-of-school suspension; or expulsion) is a matter for the professional discretion of the School Principal.

V. Reporting Obligations

A. *Report to the Parent or Guardian of the Perpetrator*

If after investigation, acts of Harassment, Intimidation or Bullying by a specific scholar are verified, the School Principal or his/her designee shall notify the parent or guardian of any scholar involved in the prohibited incident. To the extent permitted by this policy, the Revised Code and the Family Educational Rights and Privacy Act of 1974, as amended, the parent or guardian shall have access to any written reports pertaining to the prohibited incident.

B. *List of verified acts of Harassment, Intimidation or Bullying*

The School Principal shall semiannually provide the President of the School Board a written summary of all reported incidents and post the summary on the School's Web site, if one exists. The list shall be limited to the number of verified acts of Harassment, Intimidation or Bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.