

See the following pages for forms that may be used by the District regarding bullying:

- Exhibit A: Incident Report Form (Student) — 1 page
 - Exhibit B: Incident Report Form (Adult) — 2 pages
 - Exhibit C: Investigation Report — 4 pages
 - Exhibit D: Notice to Parent of Bullying Incident (Victim) — 1 page
 - Exhibit E: Notice to Parent of Bullying Incident (Student Who Engaged in Bullying) — 1 page
 - Exhibit F: Notice to Parent of Bullying Incident (Witness) — 1 page
 - Exhibit G: Pledge to End Bullying and Harassment— 1 page
-

Note: For the transfer of a student who is the victim of bullying or who engaged in bullying, including a student who receives special education services, see FDB. For school safety transfers, see FDE. For bullying rising to the level of prohibited harassment, see FFH.

EXHIBIT A

INCIDENT REPORT FORM (STUDENT)

Student name (if you wish to provide it): _____

Date: _____

Details of the incident(s):

Name of the student(s) the incident happened to: _____

Name(s) of student(s) causing the problem(s):

Date the incident happened: _____

Time the incident happened: _____

Where did the incident happen: _____

Name(s) of anyone else who knows about what happened:

What happened? (Attach additional pages if needed)

EXHIBIT B

INCIDENT REPORT FORM (ADULT)

Contact Information

Name (**reports made by students may be anonymous**): _____

Home address: _____

Work address (*if applicable*): _____

Home Phone: _____ Cell Phone: _____

E-mail address: _____

Name(s) of alleged offender: _____

Name(s) of alleged victim: _____

Describe your relationship to alleged victim(s)/offender(s): _____

Date(s) of alleged incident: _____

Time(s) of alleged incident: _____

Location(s) of alleged incident(s): _____

List any witness(es): _____

Describe the incident(s) as clearly as possible, including such things as: what force or physical contact, if any, was used; any verbal statements such as threats, requests, or demands; and any electronic methods, including e-mail, social media, and the like. (Attach additional pages if more space is needed):

I hereby certify that the information I have provided is true, correct, and complete to the best of my knowledge and belief.

Signature
(reports made by students may be anonymous)

Date

Received By

Date

EXHIBIT C

INVESTIGATION REPORT

(This form should be used to assist the investigator while conducting an investigation.)

Name of person investigating alleged incident: _____

Name(s) of person(s) reporting alleged incident(s) *(if not the alleged victim)*:

Note: Student reports may be anonymous; specify if anonymity is requested.

Date alleged incident(s) was (were) reported: _____

Date investigation started: _____

Name(s) of alleged victim(s): _____

Name(s) of alleged bully(ies): _____

Date(s) and time(s) of alleged incident(s):

Did the alleged incident(s) occur:

On school property?

Yes No

At a school-sponsored activity?

Yes No

Location of alleged incident(s): _____

Is (Are) the alleged incident(s) recurring or first-time incident(s)? _____

Describe the alleged incident(s) as reported *(attach separate sheets if necessary)*: _____

Did the alleged incident(s) occur in the presence of a witness or witnesses?

Yes No

If yes, name(s) of witness or witnesses: _____

[On a separate sheet, for each witness, indicate whether the witness or witnesses named above were interviewed (if not, provide a reason explaining why), the date of the interview, and any applicable findings and/or documentation and attach to this form.]

Do(es) the alleged incident(s) meet the definition of bullying?

Yes No

Please explain (*attach separate sheets if necessary*): _____

If bullying has been confirmed:

Did the victim(s) use reasonable self-defense? Yes No

If yes, explain: _____

Notification to parents of victim(s):

Parent Name(s): _____ Date Notification Sent: _____

Notification to parents of student(s) who engaged in bullying:

Parent Name(s): _____ Date Notification Sent: _____

[Attach incident report form; statements from the (alleged) victim, (alleged) bully, and witnesses; and a copy of the notifications sent to the parents of the victim(s), the student(s) who engaged in bullying, and any student witnesses.]

Notification of available counseling options to:

Victim(s)

Name: _____ Date: _____

Student(s) who engaged in bullying

Name: _____ Date: _____

Witness(es):

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

District Action (mark all that apply):

Discipline Corrective Transfer

[For each District action selected, specify below the District's plan. For example, if the District's action is corrective, specify the type of training or education program, in accordance with the District's local policy, the District plans to use.]

Date investigation completed: _____

Date investigation report submitted to Superintendent or designee: _____

Investigator's name (*if not the principal*): _____

Signature: _____ Date: _____

Principal's name: _____

Signature: _____ Date: _____

EXHIBIT D

NOTICE TO PARENT OF BULLYING INCIDENT (VICTIM)

Date: _____

Name of Student: _____

School: _____

To Parent/Guardian:

This letter is to notify you that following an investigation in accordance with District policy and procedures, _____ SD has determined that your child has been a victim of bullying. For additional information about the incident, please contact the principal at the number below. District policy prohibits bullying and all bullying incidents are taken seriously. Please see FFI for further information, including information addressing appeal.

The following counseling options are available to assist your child:

In addition to the counseling options available above to assist your child, you have the right to request that your child be transferred in accordance with policies and procedures at FDB.

Principal's signature: _____ Date: _____

Principal's phone number: _____

EXHIBIT E

NOTICE TO PARENT OF BULLYING INCIDENT
(STUDENT WHO ENGAGED IN BULLYING)

Date: _____

Name of Student: _____

School: _____

To Parent/Guardian:

This letter is to notify you that following an investigation in accordance with District policy and procedures, _____ School District has determined that your child has engaged in bullying. The District shall take appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action to address the conduct. District policy prohibits bullying and all bullying incidents are taken seriously. Please see FFI for further information, including information addressing appeal.

The following counseling options are available to assist your child:

In addition to the counseling options available above to assist your child, the District has the right to transfer your child in accordance with policies and procedures at FDB.

Principal's signature: _____ Date: _____

EXHIBIT F

NOTICE TO PARENT OF BULLYING INCIDENT (WITNESS)

Date: _____

Name of Student: _____

School: _____

To Parent/Guardian:

This letter is to notify you that following an investigation in accordance with District policy and procedures, _____ School District has determined that your child witnessed a bullying incident. District policy prohibits bullying and all bullying incidents are taken seriously. Please see FFI for further information, including information addressing appeal.

The following counseling options are available to assist your child:

Principal's signature: _____ Date: _____

EXHIBIT G

PLEDGE TO END BULLYING AND HARASSMENT

Everyone has the right to feel physically and emotionally safe at school. As members of the _____ (*name of district*) community, we must do everything we can to treat others with respect and to accept everyone regardless of our differences.

Bullying happens when, at school, at a school-related or -sponsored activity, or in a District-operated vehicle, a student or group of students engage in intentional behavior meant to harm another student or place a student in fear of harm. It can take many forms, such as verbal or physical aggression, and can even occur electronically, which is called cyberbullying. It involves an imbalance of power between the students and disrupts the school environment.

Examples of bullying and other harassment include threats, taunting, teasing, assault, demands for money, stealing someone's property, name-calling, rumor spreading, and isolating a student from others and could be based on a person's race, gender, color, disability, or other factor.

The District will discipline any student who engages in bullying, harassment, or other related misconduct. Consequences of this behavior may include removal from the classroom to a disciplinary placement, a change in classroom, or even a change in campus. Severe behavior may result in expulsion, and law enforcement will be contacted if a student is thought to have engaged in illegal conduct.

It is important to review the District's policies at FFH and FFI that address prohibited conduct and bullying.

Student's responsibility:

"I commit that I will not bully or harass my peers and understand that, if I do engage in this behavior, I will be subject to consequences. If I witness bullying or any other type of harassment, I will report it to my parent, a teacher, or another school employee."

Student signature: _____

Date: _____

Parent's responsibility:

"I will encourage my child to report any instances of bullying to school personnel, and, as a partner with the District in the safety and acceptance of all students, will report any concerns I have with the way my child is being treated or if my child reports to me possible bullying and harassment of other students."

Parent signature: _____

Date: _____

DEFINITION

“Bullying” means engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student’s education or substantially disrupts the operation of a school.

POLICY

The Board shall adopt a policy, including any necessary procedures, concerning bullying that:

1. Prohibits the bullying of a student;
2. Prohibits retaliation against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying;
3. Establishes a procedure for providing notice of an incident of bullying to a parent or guardian of the victim and a parent or guardian of the bully within a reasonable amount of time after the incident;
4. Establishes the actions a student should take to obtain assistance and intervention in response to bullying;
5. Sets out the available counseling options for a student who is a victim of or a witness to bullying or who engages in bullying;
6. Establishes procedures for reporting an incident of bullying, investigating a reported incident of bullying, and determining whether the reported incident of bullying occurred;
7. Prohibits the imposition of a disciplinary measure on a student who, after an investigation, is found to be a victim of bullying, on the basis of that student’s use of reasonable self-defense in response to the bullying; and

STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(LEGAL)

8. Requires that discipline for bullying of a student with disabilities comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.).

The policy and any necessary procedures must be included annually in the student and employee handbooks and in the District improvement plan under Education Code 11.252. [See BQ]

INTERNET POSTING

The procedure for reporting bullying must be posted on the District's Internet Web site to the extent practicable.

Education Code 37.0832(a)–(e)

Note: This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

BULLYING
PROHIBITED

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

DEFINITION

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

EXAMPLES

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

RETALIATION

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

EXAMPLES

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

| | |
|------------------------------|---|
| FALSE CLAIM | A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action. |
| TIMELY REPORTING | Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct. |
| REPORTING PROCEDURES | To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. |
| STUDENT REPORT | |
| EMPLOYEE REPORT | Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee. |
| REPORT FORMAT | A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form. |
| PROHIBITED CONDUCT | The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct. |
| INVESTIGATION OF REPORT | The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate. |
| CONCLUDING THE INVESTIGATION | Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation. The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee. |
| NOTICE TO PARENTS | If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying. |

STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(LOCAL)

| | |
|---------------------------------|---|
| DISTRICT ACTION BULLYING | If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. |
| DISCIPLINE | <p>A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.</p> <p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p> |
| CORRECTIVE ACTION | Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying. |
| TRANSFERS | The principal or designee shall refer to FDB for transfer provisions. |
| COUNSELING | The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options. |
| IMPROPER CONDUCT | If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action. |
| CONFIDENTIALITY | To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation. |
| APPEAL | A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. |
| RECORDS RETENTION | Retention of records shall be in accordance with CPC(LOCAL). |
| ACCESS TO POLICY AND PROCEDURES | This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices. |