BULLYING, CYBERBULLYING, HAZING, AND HARASSMENT

Bullying, cyberbullying, harassment, and hazing of students and employees are against federal, state, and local policy, and are not tolerated. Schools are committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Schools have policies, procedures, and practices that are designed to reduce and eliminate bullying, cyberbullying, harassment, and hazing—including but not limited to civil rights violations—as well as processes and procedures to deal with such incidents. Bullying, cyberbullying, harassment, and hazing of students and/or employees by students and/or employees will not be tolerated.

School officials have the authority to discipline students for off-campus speech that causes or threatens a substantial disruption on campus, including school activities, violent altercations, or a significant interference with a student’s educational performance and involvement in school activities. If after an investigation, a student is found to be in violation of local policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion, pursuant to Utah Code Ann. 53A-11-904 and/or in accordance with the U.S. Department of Education Office for Civil Rights. If after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which could include termination.

Investigations
Schools will promptly and reasonably investigate allegations of bullying, cyberbullying, harassment, and/or hazing. The School Investigators, preferably one male and one female, will be responsible for handling all complaints by students and employees alleging bullying, cyberbullying, harassment, or hazing as outlined in the local policy.

Training
1) The training of school employees shall include training regarding bullying, cyberbullying, harassment, hazing, and retaliation.
2) The training should include training on civil rights violations and compliance when civil rights violations are reported.
3) To the extent possible, programs or initiatives designed to provide training and education regarding the prevention of bullying, hazing, and retaliation should be implemented.
4) Prior to any student, employee or volunteer coach participating in a public school sponsored athletic program, both curricular and extracurricular, or extracurricular club or activity, the student, employee or coach shall:
   • participate in bullying and hazing prevention training;
   • be offered to new participants on an annual basis;
   • repeat bullying and hazing prevention training at least every three years;
   • be informed annually of the prohibited activities.

Additional Notes
1) 53A-11a-301 requires that local policy be developed with input from students, parents, teachers, school administrators, school staff, and/or law enforcement agencies.
2) All information received in a complaint including names of complainants shall be treated with the utmost confidence. Administrators shall notify complainant before revealing his/her name.
# BULLYING, CYBERBULLYING, HAZING, AND HARASSMENT

## Incident Report Form

**Name of School:** _____________________________________________

**Name of person composing this report:** __________________________________________________

### PERSON REPORTING INCIDENT (Complainant)

<table>
<thead>
<tr>
<th>Name: ______________________________</th>
<th>Phone: _____________________________</th>
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<tbody>
<tr>
<td>Email: ______________________________</td>
<td></td>
</tr>
</tbody>
</table>

Place an “X” in the appropriate box:

- [ ] Student
- [ ] Student (witness/bystander)
- [ ] Parent/guardian
- [ ] Close adult relative
- [ ] School Staff

### Name(s) of alleged victims:

<table>
<thead>
<tr>
<th>Name(s): ___________________________________________</th>
<th>Grade: ______</th>
</tr>
</thead>
</table>

### Name(s) of alleged offender(s):

<table>
<thead>
<tr>
<th>Name(s): ___________________________________________</th>
<th>Grade: ______</th>
</tr>
</thead>
</table>

### Name(s) witness(es) to this incident:

<table>
<thead>
<tr>
<th>Name(s): ___________________________________________</th>
<th>Grade: ______</th>
</tr>
</thead>
</table>

### Date of the incident:

Date: ___________  Approximate time: _________________

### Type of Bullying. Check all that apply

- [ ] Verbal
- [ ] Physical
- [ ] Emotional
- [ ] Electronic Aggression

**Ex:** Name calling  Hitting  Lies/False rumors  Offensive text messages

### Where did the incident occur? Check all that apply

- [ ] Field
- [ ] Hallway
- [ ] In class with teacher
- [ ] In class without teacher
- [ ] Bathroom
- [ ] Lunchroom
- [ ] Bus stop
- [ ] Bus
Description of alleged bullying by alleged victim(s):

Description of alleged bullying by alleged offender(s):

Description of alleged bullying by witness(es): (list names)

Overview of Reporting Official:

Documentation

- Written statement of alleged student victim
- Written statement of witness/bystander
- Written statement of alleged offender
- Interview/notification of parents
- Interview of staff witnesses
- Physical evidence (if applicable)
- Medical information (if applicable)
- Copy of police report (if applicable)
- Copy of report form (if applicable)
- Copy of incident notification (if applicable)

Action Taken

- Interviewed alleged student victim
- Interviewed alleged offender
- Interviewed witnesses
- Interviewed staff involved (list names)
- Reviewed physical evidence
- Reviewed medical information
- Reviewed bus incident information
- Reviewed student records
- Reviewed social history between parties
- Considered history of prior behavior
- Other: ____________________________

- Interviewed alleged student victim’s(s’) parents/guardians
- Interviewed alleged offender’s(s’) parents/guardians

_______________________________

_______________________________
Investigation Report Form

Alleged victim (AV1): _______________________________    IEP: [ ]Yes [ ]No
504: [ ]Yes [ ]No

Alleged victim (AV2): _______________________________    IEP: [ ]Yes [ ]No
504: [ ]Yes [ ]No

Alleged offender (AO) exhibiting harassment, intimidation and bullying behavior:

AO1 - ________________________  IEP: [ ]Yes [ ]No
504: [ ]Yes [ ]No (manifest determination)

AO2 - ________________________  IEP: [ ]Yes [ ]No
504: [ ]Yes [ ]No (manifest determination)

AO3 - ________________________  IEP: [ ]Yes [ ]No
504: [ ]Yes [ ]No (manifest determination)

Witness(es)
W1 -  ________________________   W2 -  _________________________  W3 -  _________________________
W4 -  ________________________   W5 -  _________________________  W6 -  _________________________

Investigation Findings

1. The following student(s) accused of exhibiting bullying, cyber-bullying, hazing, and harassment behavior did not commit and act as defined in Rule R277-613. No further action is recommended for the following student(s):

___________________________________
___________________________________
___________________________________

2. The following student(s) accused of exhibiting bullying, cyber-bullying, hazing, and harassment behavior committed an act as defined Rule R277-613.
List Students:

___________________________________
___________________________________

3. Check all items below that apply:

Verbal
[ ]Name-calling  [ ]Taunting/ridiculing  [ ]Mocking  [ ]Making offensive comments  [ ]Teasing
[ ]Demeaning comments  [ ]Other (please state)

Physical
[ ]Kicking  [ ]Hitting/punching  [ ]Pushing  [ ]Pinching  [ ]Stalking  [ ]Inappropriate touching
[ ]Other (please state)

Emotional
[ ]Offensive graffiti  [ ]Excluding from group  [ ]Spreading rumors  [ ]Taking possessions/money
[ ]Being forced to do something against his/her will  [ ]Other (please state)

Electronic Aggression
[ ]Offensive text messages  [ ]Offensive e-mails  [ ]Sending degrading images
[ ]Posting rumors or lies about someone  [ ]Assuming a person’s electronic identity with the intent of causing harm
[ ]Other (please state)
4. Was this a single incident or a series of incidents?  [ ] single incident  [ ] series of incidents

5. The student(s) identified in #2 above who have previously committed an act defined in Rule R277-613 while attending any school in the school district:  [ ] AO1  [ ] AO2  [ ] AO3

**Actions of Bullying, Cyber-bullying, Hazing, or Harassment:**

- **Intentional – (with hate speech) and designed to bully, cyber-bully, haze, or harass**
  The student knowingly engaged in racist, homophobic, or other stereotyping behavior with the specific objective of hurting, intimidating, or harassing another student.

- **Intentional – (without hate speech) and designed to bully, cyber-bully, haze, or harass**
  The student knowingly engaged in behavior with the specific objective of hurting, intimidating, or harassing another student.

- **Intentional, but not designed to bully, cyber-bully, haze, or harass**
  The student knowingly engaged in harassing, intimidating, or bullying behavior but was not aware of the potential negative impact on the target.

- **Unintentional**
  The student unknowingly engaged in harassing, intimidating, or bullying behavior and had no awareness of the potential negative impact on the target.

- **Unrelated**
  The student was “showing off” with friends or reacting to a personal (emotional) situation, and the target was arbitrarily and impulsively targeted.

- **Self-defense/Retaliatory**
  The student engaged in harassing, intimidating, or bullying behavior in direct response to a real or imagined threat initiated by the other student.

- **Non-bullying, cyber-bullying, hazing or harassment**
  The student engaged in behavior that may be considered inappropriate, rude, disrespectful, or unkind, but the behavior does not violate Rule R277-613.

**Incident was determined to be:**

- **Confirmed Bullying**
- **Non-violation of Rule R277-613**

*This report and the investigation findings must be submitted to the Principal within ten school days from the date of the written report of the alleged incident.*
Investigation Findings and Further Actions

Based on the investigation, the school administration determined the following:

- The Complaint was confirmed. Bullying, cyber-bullying, hazing, or harassment has been verified.
- The Complaint was a non-violation of Rule R227-613. There was not enough verifiable proof that bullying, cyber-bullying, hazing or harassment took place. Or, the complaining party has refused to assist in the investigation.
- Unfounded. The complaint was discovered to have no merit or the complaining party has informed the investigator that the allegations were false and untrue.

Follow Up/Disciplinary Action:

<table>
<thead>
<tr>
<th>Victim</th>
<th>Offender</th>
<th>Action Taken</th>
<th>Notes</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>None were warranted</td>
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<td></td>
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<td>Student contract</td>
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<td>Conference with principal</td>
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<td></td>
<td>Loss of privileges</td>
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<td>Counseling interventions</td>
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<td>Restorative practice interventions</td>
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<td>Follow up/Monitoring</td>
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<td>Loss of bus privileges</td>
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<td>Detention</td>
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<td>In-school assignments or intervention programs</td>
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<td>Suspension</td>
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<td>Assignment to alternative education facility</td>
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<td>Expulsion</td>
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Reporting Purposes:

This section is designed to collect bullying incident data consistent with the Utah State Board of Education reporting categories of the Annual Incident Report and the United States Department of Education - Office of Civil Rights. Please note, only check if your investigation provides evidence upon which to base this conclusion. If the reporting categories do not apply, please do not check the box.

**USDE Office of Civil Rights**
- Bullying on the basis of gender
- Bullying on the basis of sexual orientation
- Bullying on the basis of race, color, or national origin
- Bullying on the basis of disability

**USDE Annual Incident Report**
- Bullying of students resulted in physical injury
- Bullying of students without physical injury
- Bullying of teachers/staff resulted in physical injury
- Bullying of teachers/staff without physical injury
- Bus incident
- Gang related incident
- Hate crime incident
- Suicide attempted
- Suicide completed

Upon completion of an investigation, the principal/designee will notify the reporter and parents/legal guardian of the students involved of the findings and the result of the investigation.
<table>
<thead>
<tr>
<th>Student Victims</th>
<th>Parent/Guardian</th>
<th>Date of Notification</th>
<th>Method of Notification</th>
<th>Notes</th>
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<table>
<thead>
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<th>Student Offenders</th>
<th>Parent/Guardian</th>
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Completion of Investigation

Signature (school investigator):

___________________________________________ Date: __________________________

7
## INVESTIGATION FLOWCHART AND TIMELINES

<table>
<thead>
<tr>
<th>Complete by</th>
<th>To Do</th>
<th>Date completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>School day 1</td>
<td></td>
<td></td>
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<tr>
<td>School day 2</td>
<td></td>
<td></td>
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<tr>
<td>Within 2 School days</td>
<td></td>
<td></td>
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<tr>
<td><strong>School Day 2 thru 10</strong> <em>(10 days from written report)</em></td>
<td>School investigator: ☐ Investigation findings submitted to principal</td>
<td></td>
</tr>
<tr>
<td><strong>School Day 2 thru 10</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Next local school board meeting</td>
<td>Superintendent: ☐ Presents summary of allegations and factual findings for local school board review</td>
<td></td>
</tr>
</tbody>
</table>
| Within 5 school days after the local school board acknowledgement | ☐ Notify in writing to parents/guardians of alleged victim and bully of investigation and findings ____
☐ Provide parents/guardians of alleged victim and bully of appeal procedures |                |
| The following month’s local school board meeting | Local school board: ☐ Acknowledges and affirms, rejects, or modifies the decision |                |