



"LEADERSHIP IN PUBLIC SCHOOL GOVERNANCE"

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From the WASB Policy Service. . .

Attached you will find the policy information that you requested.

Please keep in mind that sample policies from Wisconsin school districts are included for demonstration purposes and are not necessarily recommended or endorsed by the WASB. We do recommend that you consult your school district legal counsel prior to adoption of school board policies.

WHEN USING SAMPLE POLICIES FROM OTHER WISCONSIN SCHOOL DISTRICTS AS AN INFORMATION RESOURCE, PLEASE KEEP IN MIND THAT SUCH POLICIES SHOULD BE USED AS EXAMPLES ONLY. THEY SHOULD BE CAREFULLY REVIEWED AND ADAPTED TO MEET THE NEEDS OF YOUR DISTRICT.

To help ensure that policies adopted can and will be implemented, school boards may want to consider the following basic questions before adopting a policy:

- (1) Does the policy have a legitimate educational purpose and meet the community's needs?
- (2) Is the policy consistent with relevant state and federal laws and regulations, provisions of current collective bargaining agreements, if applicable, and other district policies?
- (3) Is the policy reasonably clear and specific enough to provide the administration with necessary guidance?
- (4) Can the policy be implemented in the district using available staff and other resources?

**CYBER BULLYING**

Cyber bullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

In the School District of Ashland, usage and employment of network systems (data, video, or voice) to harass, intimidate or bully is described as cyber bullying, and is unacceptable and punishable.

Individuals who are found guilty of cyber bullying shall be subject to consequences and other appropriate discipline which includes but are not limited to:

- Use of the network(s) computers only under direct supervision;
- Suspension of network privileges;
- Revocation of network privileges;
- Suspension of computer privileges;
- Revocation of computer privileges;
- Suspension from school (student);
- Expulsion from school (student);
- Reprimand, suspension and/or dismissal (staff member);
- Legal action and/or referral to prosecuting authorities; and/or
- Any other appropriate action that may be deemed necessary as determined by the Superintendent and approved by the Board of Education.

**APPROVED: January 23, 2006**

**ANTI-BULLYING**

The intent of the anti-bullying policy is to ensure that students learn in a supportive, caring and safe environment without fear of being bullied at school or school related activities. Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated.

Bullying is defined as deliberately hurtful behavior, where it is difficult for those being bullied to defend themselves. The three main types of bullying are:

1. Physical (hitting, kicking, theft, etc.)
2. Verbal (threatening or intimidating language, name calling, racist remarks, etc.)
3. Indirect (spreading rumors, excluding someone from social groups, **using technology in a hurtful manner**, etc.)

Students who are being bullied may show changes in behavior, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lack of concentration or truancy from school. Students must be encouraged to report bullying in schools. There shall be no retaliation against the complainant. Any person who engages in retaliatory conduct against a complainant shall be disciplined.

Teaching and support staff must be alert to and aware of the signs of bullying and act promptly and firmly against it in accordance with this policy. If bullying is suspected or reported, staff will deal with the incident immediately.

**Implementation**

**Schools**

The following steps will be taken as appropriate when dealing with incidents:

1. A clear account of the incident will be recorded and given to the principal.
2. The principal will interview all concerned and will record the incident.
3. Parents will be kept informed.
4. Punitive measures will be used as appropriate and in consultation with all parties concerned.

**Students**

Students who have been bullied will be supported by:

1. Being offered an immediate opportunity to discuss the experience with a guidance counselor/school social worker or other staff of their choice.
2. Offering on-going support with the goal of restoring self-esteem and confidence.

**(over)**

Students who have bullied will be helped by:

1. Being offered an immediate opportunity to discuss the experience with a guidance counselor/school social worker or other staff of their choice.
2. Discovering why the student became involved.
3. Identifying the bullying behavior and the need to change.
4. Developing a plan to make amends for the incident.
5. Informing parents or guardians to help change the attitude/behavior of the student.

The following disciplinary steps will be taken as appropriate:

1. Official warnings to cease the offending behavior
2. Detention
3. Exclusion from certain areas of school premises
4. Short-term in-school suspension
5. Out-of-school suspension
6. Expulsion

**Monitoring, Evaluation and Review**

Each school will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school district.

**APPROVED: April 12, 2006**

## **Out-of-State Policy Sample**

### **CYBER BULLYING**

The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly referred to as cyber bullying, are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the building principal or Director of Technology.

The administration shall fully investigate all reports of cyber bullying.

In situations in which the cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also be in violation of a publicized school policy. Such conduct includes, but is not limited to, harassment, or making a threat off school grounds that is intended to endanger the health, safety or property of others at school, a District employee or school board member.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law officials.

CROSS REF.: Internet Safety and Acceptable Use Policy/Rules

**BULLYING**

The following statement will be placed in student handbooks and brought to the attention of the student body at the beginning of each school year.

*"The Sparta Area School District is committed to creating a safe, caring, respectful learning environment for all students and strictly enforces a prohibition against bullying. Bullying can include, but is not limited to, intimidation such as name calling or threatening; social alienation such as shunning or spreading rumors; written notes, phone calls or **electronic messages** that are offensive, hurtful, annoying or worrying; or physical aggression such as assaults on a student or attacks on a student's property .*

*All staff members are required to watch for bullying behavior and take appropriate corrective measures when they witness bullying or have reason to suspect that bullying has taken place.*

*Students are encouraged and expected to report incidents of bullying to any staff member at his or her school, preferably within 24 hours, for proper investigation.*

*Students participating in bullying activities will be subject to disciplinary action which may range from requiring the offender to work with school personnel to correct the behavior, a recommendation for the provision of school counseling, up to and including suspension, expulsion and/or court involvement. The Sparta Area School District will not allow retaliation against students who report bullying behavior or assist in an investigation of bullying."*

Individual schools will address the problem of bullying through a variety of methods including:

1. Character education programs that emphasize and reward positive behaviors and relationships.
2. Programs such as Responsive Classroom at the elementary level and Responsive Designs at the middle level which promote community building.
3. Educating students and staff to recognize and respond appropriately to bullying behavior.
4. Developing a plan to increase supervision in areas within the school setting where bullying frequently occurs.
5. Establishment of support groups for students who have been targets of bullying behavior and anger management groups for students who have engaged in bullying other students.

Individual schools will monitor the effectiveness of their efforts to eliminate bullying through student surveys and data collection related to disciplinary referrals.

## HARASSMENT/BULLYING/HAZING

The School District of Loyal shall strive to maintain and ensure a learning and working environment free of any form of harassment, bullying, hazing or intimidation toward or between students and employees.

### Harassment

Refers to physical or verbal conduct which interferes with a person's work or school performance, or which creates an intimidating, hostile or offensive school or work environment. Examples of conduct prohibited under this policy include, but are not limited to, the following:

- Physical or mental abuse.
- Verbal comments or other expressions which insult, degrade or stereotype any person or group because of sex, race, religion, national origin, color, disability, sexual orientation or other protected status.
- Unwelcome sexual advances. This includes but is not limited to acts such as patting, pinching, brushing up against, hugging, cornering, kissing, or any similar physical contact that is considered unacceptable by another individual.
- Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment or academic status.
- Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual.
- Other unwelcome verbal or physical conduct of a sexual nature. "Sexual Harassment" includes conduct directed by a person at another person of the same or opposite sex.

The District shall not tolerate any form of harassment and shall take necessary steps to prevent such harassment from occurring. . Any employee or student who engages in harassment shall be disciplined in accordance with established procedures and/or provisions of the current employee agreement.

### Bullying

Bullying is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, **electronically transmitted**, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to, action such as verbal taunts, spreading rumors, name-calling and put-downs, extortion of money or possessions, and exclusion from peer groups within the school. Such conduct based on race, ethnicity, disability, gender, or sexual orientation may contribute to harassment and discrimination in the school environment.

Students who engage in any act of bullying at school, at a school function, or in connection to any activity sponsored by the District, or while enroute to or from school are subject to disciplinary action in accordance with Board policy, up to and including suspension or expulsion.

Students and employees shall be informed annually of this prohibition via the parent/student handbook, employee handbook, or other such publications. This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate, which is protected by state or federal law.

#### Hazing

Hazing is defined as any intentional, knowing or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, or that results in property damage or theft, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in (collectively called initiation activities), or maintaining membership in any organization, club or athletic team. sponsored or supported by the District and whose membership is totally or predominately other students from the District. Hazing is prohibited and applies to any and all student-sponsored and adult-sponsored activities that have not been approved by the District. An example of an approved school-sponsored initiation activity is the ceremony for the induction of students into the National Honor Society.

Students engaging in any hazing or hazing-type behavior that is in any way connected to any activity sponsored or supported by the District will be subject to disciplinary actions in accordance with Board policy, up to and including suspension or expulsion. Students and employees shall be informed annually of this prohibition via the parent/student handbook, employee handbook, or other such publications.

Any person who believes he/she has been harassed or has knowledge that a policy violation has occurred may file a complaint with the high school principal, elementary principal, or high school guidance counselor, in accordance with established complaint procedures. All harassment complaints shall be seriously and properly investigated, and appropriate actions shall be taken to prevent or correct harassing behavior.

Students and others are prohibited from retaliating against those who report incidents of harassment, bullying or hazing or who assist in an investigation. Students and others who retaliate shall be subject to discipline. Employees who participate in, allow or knowingly fail to enforce this policy will be subject to disciplinary action. Furthermore, as may be required by law, law enforcement officials shall be notified of harassment, bullying or hazing incidents.

**APPROVED: July 24, 2007**



**Students****Activities****Anti-bullying/Respect and Relationships**

The Watertown Unified School District is committed to making our schools a safe, learning environment. It is the policy of the Watertown Unified School District to provide a working and learning environment free from all forms of harassment including incidents of sexual harassment, intimidation, or bullying.

*Bullying is a conscious, willful, and deliberately hostile activity intended to harm, induce fear through the threat of further aggression, and create terror.*

~Coloroso, Barbara (2003)

The Bully, the Bullied, and the Bystander. Harper Collins.

Examples of bullying and disrespectful behavior include, but are not limited to, the following:

- Hurting someone physically or threatening to hurt someone
- Ganging up on someone
- Teasing in a hurtful way or using put-downs
- Insulting someone's race, gender, appearance, socioeconomic status, religion or sexual orientation
- Starting or spreading rumors
- Purposely excluding someone in a mean way
- Stealing or defacing someone's personal property
- Getting another person to assault someone
- Threatening someone via written means including electronic communication.
- Using communication technologies to generate or repeat hostile or damaging content intended to harm others (generally known as cyber-bullying).

District employees will do the following to help promote respectful relationships and to keep students feeling safe at school:

- Closely supervise students in the building and on campus, where appropriate
- Watch for signs of bullying and stop it when it happens
- Respond quickly and sensitively to bullying reports
- Take parental concerns about bullying seriously
- Look into all reported bullying incidents
- Assign consequences for bullying

- Provide immediate consequences for students who retaliate against students who report acts of disrespect or bullying

School and/or District resources will help promote respectful relationships by emphasizing the following:

- Treat each other respectfully
- Refuse to bully or harass others
- Refuse to let others be bullied or harassed
- Refuse to watch, laugh or join in when someone is being bullied or harassed
- Try to include everyone in activities
- Report bullying, including cyber-bullying, to a school staff member.
- Recognize and act upon their role as responsible citizens in the school community

Wisconsin Statutes give the Board authority to establish rules that pertain to the conduct of students to maintain a safe, caring academic environment. Therefore, any form of bullying will be taken seriously and appropriate remedial actions will be enforced.

Examples of remedial measures include:

- Restitution and restoration
- Meetings involving school staff and/or School Police Liaison Officer
- Peer support group
- Corrective instruction or other relevant learning or service experience, as appropriate
- Behavioral assessment or evaluation, including, but not limited to, a referral to site based assistance/intervention teams, as appropriate
- Behavioral management plan
- Involvement of school administration
- Student counseling with guidance or other pupil services staff
- Parent conferences

**Policy Approved: July 26, 2007**

## Section 400: Students

**Bullying Prevention Policy****Code #443.71**

The Tri-County Area School District Board of Education supports an educational environment that is supportive, caring, and safe. It is therefore the policy of the Tri-County Area School District that neither students nor employees will be permitted to engage in any form of "bullying" behavior at school, on the bus, or at school-related activities. Such behavior is unacceptable and will not be tolerated.

Bullying is the act of intentionally causing harm to others through verbal harassment, physical assault or other more subtle methods of coercion. Bullying can be direct (face-to-face) or indirect (behind someone's back).

The three main types of bullying are:

1. **Physical:** Physical bullying involves harmful actions against a person's body. Examples include, but are not limited to: hitting, pinching, poking, pulling hair, choking, kicking, tripping, spitting, hazing, biting, excessive tickling, and inappropriate touching. It also involves interfering with another person's property and stealing.
2. **Verbal:** Verbal bullying involves speaking to a person or about a person in a way that is derogatory, unkind or hurtful. Examples include but are not limited to: teasing, name calling, insulting or inappropriate remarks, threatening, spreading rumors, and making discriminatory remarks or false accusations.
3. **Non-verbal/Emotional:** Non-verbal bullying refers to behaviors that upset, exclude, or embarrass others. Examples include, but are not limited to: intentionally leaving a person out of a game or activity, extortion, manipulating friends, ostracizing, pressuring peers, making rude gestures such as poking out tongue or staring, writing hate notes about a person that will be upsetting to that person, using computers or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages to or about a person/s.

The administration and staff will inform students that the Tri-County Area School District does not tolerate bullying in any form and will take all necessary and appropriate action to eliminate it, up to and including disciplinary action.

**Complaint Procedures:**

It is the responsibility of administrators, staff and all students to report acts of bullying to a member of the school staff or administration. Everyone in the school must be aware of the signs of bullying and promptly report it to a school official. The complaint procedure will be made available to any students or parents/guardians wishing to file a complaint.

The administration and school staff will support students and coworkers making reports and protect them against any potential retaliation for making such a report.

A clear account of the incident will be recorded in writing using the *Bullying Incident Report*.

The principal or designee will investigate to determine the facts in order to verify the validity and seriousness of the report. Interviews will be conducted [] and the results of the investigation will be documented.

When it is determined that a student participated in bullying behavior, the administration will take disciplinary action, which may include warnings, exclusion from certain areas of the school, detention, suspension, expulsion, and/or referral to law enforcement officials and/or social services.

#### Support and Intervention Services:

##### Students who have been bullied will be supported by:

- Being offered an opportunity to discuss the experience with a guidance counselor or other staff member of their choice.
- Offered ongoing support with the goal of restoring self-esteem and self-confidence.

##### Students who have bullied will be helped by:

- Being offered an opportunity to discuss the experience with a guidance counselor or other staff member of their choice.
- Identifying the bullying behavior and the need to change the behavior.
- Developing a plan to make amends for the incident.
- Informing parents or guardians to help change the attitude and behavior of the student.

Legal References:      Sections 115.28(31), 118.13 and 118.155, Wisconsin Statutes  
                                  PI 9 and PI 41 of the Wisconsin Administrative Code  
                                  Title IX, Education Amendments of 1972  
                                  Title VI, Civil Rights Act of 1964  
                                  Section 504 of the Rehabilitation Act of 1973  
                                  Civil Rights Act of 1991  
                                  Individuals with Disabilities Education Act

Cross References:	Code #441	Student Harassment
	Code #441.1 Rule	Student Harassment – Complaint Procedures
	Code #447	Student Discipline
	Code # 443.7	Student Hazing

Legal Counsel Review:	May 2008
1 <sup>st</sup> Board Reading:	May 27, 2008
2 <sup>nd</sup> Reading/Approval:	June 17, 2008

# BULLYING INCIDENT REPORT

For use when reporting bullying incidents at school! It may be used by school and police officials when investigating this or other related incidents.

Report Made By: \_\_\_\_\_ Date: \_\_\_\_\_

Exact location/s of Incident: \_\_\_\_\_  
\_\_\_\_\_

Date of Incident: \_\_\_\_\_ Approximate time of Incident: \_\_\_\_\_

Check those that apply:

<input type="checkbox"/> kicking	<input type="checkbox"/> teasing	<input type="checkbox"/> exclusion from game/activity
<input type="checkbox"/> hitting	<input type="checkbox"/> embarrassment	<input type="checkbox"/> name calling
<input type="checkbox"/> pushing	<input type="checkbox"/> tripping	<input type="checkbox"/> rude gestures
<input type="checkbox"/> spitting	<input type="checkbox"/> hate notes	<input type="checkbox"/> spreading rumors
<input type="checkbox"/> insulting	<input type="checkbox"/> discrimination	<input type="checkbox"/> cyber-bullying
<input type="checkbox"/> hazing	<input type="checkbox"/> put downs	<input type="checkbox"/> intimidation

☐ other/s \_\_\_\_\_

Please describe in detail exactly what occurred, anyone who was involved, possible witnesses.  
Details are very important.

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Continue report on the back!

I certify that all statement made above are true to the best of my knowledge. I understand that if I falsify this document, I can be held subject to consequences at school and by legal authorities (if applicable).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Submitted

Sample Language Addressing Bullying/Harassment via Electronic Means  
("Cyber Bullying")

- **Sample 1:** *The District prohibits the harassment, hazing or any other victimization of students. This policy is in effect while students or employees are on school premises, on school-owned or school-operated vehicles, while attending or engaged in school-sponsored activities, and while away from school grounds if the misconduct results in a substantial disruption of the educational environment. Harassment and bullying mean any electronic, written, verbal or physical act or conduct toward a student which creates a hostile school environment and/or interferes with the ability of the student to participate in or benefit from the services, activities or privileges provided by a school. "Electronic act" includes but is not limited to communication via electronic mail, internet-based communication, pager service, cell phones, electronic text messaging or similar technologies.*
- **Sample 2:** *Any form of harassment using electronic devices, commonly known as "cyber bullying" by students, staff or third parties is prohibited and will not be tolerated in the District. "Cyber bullying" is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which disrupts or prevents a safe and positive educational or working environment may also be considered cyber bullying.*
- **Sample 3:** *All forms of harassment over the Internet, commonly referred to as cyber bullying, are unacceptable and viewed as a violation of the district's technology acceptable use policy and procedures. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs.*
- **Sample 4:** (To include in district technology acceptable use policies/rules, along with other acceptable use rules) *Prohibited student conduct includes:*
  - *Engaging in off-campus misconduct that endangers the health and safety of students or staff on school premises or under school supervision, or substantially disrupts the educational process. Examples of such misconduct include, but are not limited to: (1) Cyber bullying (i.e., inflicting willful and repeated harm through the use of electronic text); (2) Threatening or harassing students or school personnel over the phone; (3) Using message boards to convey threats, derogatory comments or post pornographic or other inappropriate pictures of students or school personnel.*
- **Sample 5:** (To include in district technology acceptable use policies/rules, along with other acceptable use rules) *Generally, behavior including, but not limited to, the following is not permitted:*
  - *Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including but not limited to My Space.com, Facebook.com or Xanga.com.*