PROCEDURES, DISCLOSURE AND REPORTING OF BULLYING INCIDENTS

BARABOO SCHOOL BOARD POLICY

443.71 – Rule

Procedure for Reporting/Retaliation
It is the responsibility of all school staff members, students and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to designated staff members at the building level including building principals, school counselors, school psychologists or other staff designated to be the recipients of such reports. All such reports, either verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action. The building principal or his/her designee will be responsible for the investigation and disposition of all reports of bullying in his/her building. The building principal/designee shall seek the assistance of the Director of Student Services with regard to investigation and/or disposition of reports of bullying. Director of Student Services, 423 Linn Street, Baraboo, WI 53913 (608) 355-3950 e-mail: SEPSDIR@barabooschools.net.

Procedure for Investigating Reports of Bullying
An investigation to determine the facts will take place as soon as possible to verify the validity and the seriousness of the report. Parents and/or guardians of each student involved in the bullying will be notified by the building principal that a report has been made if the report is deemed to, in fact, be a case of bullying. The district shall keep the complaint and any related student records confidential to the extent required by law for all students involved.

Sanctions and Supports
If it is determined that students participated in bullying behavior in violation of the policy, the principal or appointed designee may take disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

Employees who participate in bullying behavior or who fail to report bullying behavior, will be considered to be in violation of this policy. Employees who violate this policy may be subject to disciplinary action in conformance with any board policies, applicable contractual or legal requirements.

Disclosure and Public Reporting
This policy will be annually distributed to all students enrolled in the school district, their parents or guardians and employees. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for
incidents found to be in violation of the bullying policy. A summary report shall be prepared for, and made available to, the school board and public which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior.

**Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The District Administrator, and or his/her designee, shall provide appropriate training to all members of the School District staff related to the implementation of this policy and its accompanying administrative guidelines. All trainings regarding the Board’s policy and administrative guidelines on bullying will be age and content appropriate.

Last Updated: January 9, 2017