

## **Bibb County Schools Anti Bullying Policy**

### **Section 1. Bullying, Harassment, Violence, and Threats of Violence Prohibited**

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Bibb County Schools Board of Education in this policy. Students who violate this policy will be subject to disciplinary sanctions.

### **Section 2. Definitions**

- (a) The term “bullying” as used in this policy means a continuous pattern of intentional behavior that takes place on or off of school property, on a school bus, or at a school sponsored function including, but not limited to, cyberbullying or written, electronic, verbal or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3(b) below. To constitute bullying, a pattern of behavior may do any of the following:
- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
  - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
  - Have the effect of substantially disrupting or interfering with the orderly operation of the school, whether the conduct occurs on or off school property, online, or electronically.
  - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
  - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- (b) The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- (c) The term “threat of violence” as used in this policy means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.
- (d) The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating or taking advantage of any school program, benefits, activity or opportunity for which the student is or would be eligible.

- (e) The term “student:” as used in this policy means a student who is enrolled in the Bibb County Schools System.

**Section 3. Description of Behavior Expected of Students.**

- (a) Students are expected to treat other students with courtesy, respect, and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, bullying, violence or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- (b) Violence, threats of violence, harassment, bullying, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:
- The student’s race;
  - The student’s sex;
  - The student’s religion;
  - The student’s national origin; or
  - The student’s disability.

**Section 4. Consequences of Violations.**

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under the authority of this policy.

**Section 5. Reporting, Investigation, and Complaint Resolution Procedures.**

- (a) Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor’s office. The complaint must be signed by the student alleging the violation by the student’s parent or legal guardian and delivered to the principal or the principal’s designee either by mail or personal delivery. At the request of the complaining student or the student’s parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.
- (b) Upon receipt of the complaint, the principal or the principal’s designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal’s designee determines that the complaint alleges a serious violation, the principal or principal’s designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

- (c) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.
- (d) The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

### **Section 6. Promulgation of Policy and Related Procedures, Rules and Forms.**

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Bibb County Schools' website.

#### **Harassment of Students from Employees or Third Party**

Unwelcome advances such as, but not limited to, sexual favors and other physical, verbal or visual conduct may be considered harassment if:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of the student's academic progress, completion or participation in a school related activity or program or
2. Submission to or rejection of such conduct is used as a basis in evaluating the student's performance in a course of study or other school related activity, program or other educational decision, or
3. Such conduct is sufficiently severe, persistent or pervasive to limit or interfere with a student's ability to perform or participate in or benefit from a school related activity or program.
4. Harassment or sexual harassment also may be present if one individual is offended by the interaction or communication between others.

#### **Reporting Incidents of Sexual Harassment from Employees/ Third Party**

A student who feels he/she has been harassed should report the incident to a trusted professional such as a teacher or counselor in the school or directly to an administrator at the school. The administrator will take immediate steps to investigate the incident and will report the alleged incident to the Office of the Director for School Safety. Such reports shall be made as soon as possible after incident has occurred. Students are urged to make their report in writing within ten days of the occurrence to the administrator of the school who will forward a copy to the Director for School Safety. The report shall be signed by the complainant and parent or guardian. The investigation will be conducted by the Director for School Safety within five (5) days of the complaint being received. After a thorough investigation, a report will be provided to the Superintendent concerning the results of the investigation. A report will be provided also to the charged employee as well as the student/parent who made the complaint. A meeting will be held with all parties and an attempt will be made to resolve the complaint. Every effort will be made to end any harassment from occurring again. If the complaint cannot be resolved at this level, the Superintendent shall report the same to the board. If in his/her discretion it is warranted, he/she may recommend a hearing be held by the board in accordance with the laws and status applicable to such charged employee's contract status.

SOURCE: Bibb County Board of Education, Centreville, AL  
ADOPTED: July 20, 2010  
REVISED: June 27, 2018  
LEGAL REF.: Jamari Terrell Williams Act; The Code of Alabama, 16-28B

### Harassment/Bullying Report

**Bibb County School System**

School Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

<b>INFRACTION REPORTED BY:</b> <u>STUDENT</u> <u>PARENT</u>
<b>DATE :</b> <b>TIME:</b>
<b>LOCATION:</b>
<b>DESCRIPTION</b>
<b>OTHER RELATED INFORMATION</b>

**HARASSMENT/BULLYING.** A continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in the model policy adopted by the department or by a local board. To constitute harassment, a pattern of behavior may do any of the following:

- a. Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- b. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- c. Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- d. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- e. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/ Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

## Bibb County School District

### GENERAL INFORMATION

Last Name:	First:	Grade:	Time of Incident:
Date of Incident:		Date of Referral:	
Reported by:	Title of Reporter:	Location of Infraction:	

### Harassment Referral Action

<input type="checkbox"/> Harassment: _____	<input type="checkbox"/> Other Infraction: (Explain) _____
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**Description of Infraction:**

  
  

### Action(s) taken by teacher

**\*\* Note: Parent must be contacted in regard to this INCIDENT BEFORE referral will be processed.**

<input type="checkbox"/> Parent Notification by phone: Date(s) _____				<input type="checkbox"/> Parent Notification by Letter: Date(s) _____					
<input type="checkbox"/>	Previous Parental Notification(s) by Phone	Date/Time	Date/Time	Date/Time	<input type="checkbox"/>	Parental Notification on this Incident	Date/Time	Phone #	Name of Parent Contacted
<input type="checkbox"/>					<input type="checkbox"/>				
<input type="checkbox"/> Verbal Warning: Date(s) _____				<input type="checkbox"/> Conference with Student: Date(s): _____					
<input type="checkbox"/> Silent Lunch: Date(s) _____				<input type="checkbox"/> In-Class Displacement: Date(s): _____					
<input type="checkbox"/> Conference with Parents: Date(s) _____				<input type="checkbox"/> After-School Detention: Date(s): _____					
<input type="checkbox"/> Other Action(s): _____									

### Administrative action

<input type="checkbox"/> CONSULTATION WITH STUDENT IN OFFICE			CODE OF CONDUCT (C.O.C.) INFORMATION GIVEN: <input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> WARNING ISSUED FOR OFFENSE			METHOD: <input type="checkbox"/> VERBAL <input type="checkbox"/> WRITTEN		
<input type="checkbox"/> PARENT NOTIFICATION METHOD		<input type="checkbox"/> PHONE   PHONE #: _____ Date: _____ Time: _____ Contact: _____		<input type="checkbox"/> COPY OF REFERRAL	
				<input type="checkbox"/> LETTER <input type="checkbox"/> Student Delivery <input type="checkbox"/> 1 <sup>st</sup> Class <input type="checkbox"/> Certified Mail	
<input type="checkbox"/> IN-SCHOOL SUSPENSION (ISS)		NO. OF DAYS: _____		INCLUSIVE DATES: _____	
<input type="checkbox"/> OUT-OF-SCHOOL SUSPENSION (OSS)		NO. OF DAYS: _____		INCLUSIVE DATES: _____	
<input type="checkbox"/> AFTER-SCHOOL DETENTION (ASD)		NO. OF DAYS: _____		INCLUSIVE DATES: _____	
<input type="checkbox"/> SATURDAY SCHOOL (SS)		DATE: _____		NOTE: CC: REFERRAL TO SS COORDINATOR	
<input type="checkbox"/> GUIDANCE COUNSELOR REFERRAL (GCR)		NAME OF COUNSELOR: _____		NOTE: CC: REFERRAL TO COUNSELOR	
<input type="checkbox"/> CAMPUS POLICE REFERRAL		OFFICER #: _____		NOTE: SEE C.O.C. FOR REQUIREMENTS	
<input type="checkbox"/> OTHER ACTION (EXPLAIN): _____					
<input type="checkbox"/> HARASSMENT CONSEQUENCES, REPRISALS, RETALIATION, OR FALSE ACCUSATIONS ACTIONS EXPLAINED					

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ADMINISTRATOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_