

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the administration within one school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to **Board Policies 4-104, 4-105, 4-201**.

Reprisal by any student or staff member directed toward a student or employee related to the reporting of a case of bullying or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the consequences set out in applicable district policies and administrative regulations.

At the time a student reports alleged bullying the principal shall provide to the student who has allegedly been bullied a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s) of the report. The principal shall investigate all reports of bullying. If the principal determines that bullying has occurred, discipline will be administered pursuant to **Board Policy 5-306**.

Regardless of the outcome of the investigation, the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in **Policy 5-303**, the parents/guardians of the involved students shall also be informed of the findings of the investigation.

Documentation related to reported bullying and subsequent investigation shall be maintained by MUSD for not less than six years. In the event MUSD reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

The MUSD Superintendent shall establish procedures for the dissemination of information to students and parents/guardians. The information will include, but not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information shall:

- Occur during the first week of each school year
- Be provided to each incoming student during the school year at the time of the student's registration
- Be posted in each classroom and in common areas of the school
- Be summarized in the student handbook and on MUSD website, and the Superintendent shall establish procedures for the dissemination of information to district employees including, but not limited to:
- Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both. Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant district policies shall be followed. Law enforcement authorities shall be notified any time district officials have a reasonable belief that an incidence of bullying is a violation of the law.

Support services, protections, consequences for incidents of bullying, harassment, intimidation, and/or cyber bullying may include but are not limited to:

- Conference
- Counseling support
- Mediation among students
- In-school suspension
- Cease and desist order
- Out of school suspension
- Bullying contract
- Referral to School Resource Officer
- District disciplinary hearing