

Harassment

Intimidation

Bullying

(HIB)



HIB Definition

- Any gesture
- Any written, verbal or physical act, or electronic communication
- Whether it be a single incident or a series or incidents
- That is reasonably perceived as being motivated either by any actual or perceived characteristics
- That takes place on school property, at any school sponsored function, on a school bus, or off school grounds

The HIB must substantially disrupt or interfere with the orderly operation of the school or the rights of other students and:

- A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging a student's property, or placing a student in a reasonable fear of physical or emotional harm to his person or damage to his property;
- Has the effect of insulting or demeaning any student or group of student's; or
- Creates a **hostile educational environment** for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Reporting Procedures

- All acts of HIB must be reported verbally to the building principal on the same day as the witnessed incident
- Written report should be given to building principal within **2** school days of the witnessed incident
- The building principal must inform the parent/guardian of each of the student offenders and victims in the alleged incident
- The building principal must initiate the investigation within **1** day of verbal report and respond to Code of Conduct Issues (Is this an allegation of HIB?)
- Anti-bullying Specialist leads investigation and has **10** school days to complete investigations (**Building principal may appoint additional staff who are not the ABS to assist in the investigations**)
- ASB writes HIB Report within **2** school days of completing investigations
- Building principal must submit each of the results of the HIB investigations to the superintendent within **2** days of the completion of the investigations including disciplinary actions addressing the HIB (counseling, suspension, peer mediation, trainings, etc.).
- Superintendent signs off on HIB response and informs Board of each investigation along with the disciplinary actions addressing the HIB (counseling, suspension, peer mediation, trainings, etc.) **no later** than the next Board meeting following the completion of the investigations.
- Building principal must notify the parents/guardians of the outcome, including the nature of the investigation, whether it was district found evidence of HIB and whether or not discipline was imposed or services were provided to address the HIB. Building Principal must also notify the parents/guardians of the right to hearing. This **all** must be done within **5** days of the school board being informed.
- If a parent/guardian request a hearing before the BOE after receiving the report from the building principal, the hearing must be held within **10** days of the request.
- The board must meet, in executive session, for the hearing to protect the confidentiality of the students.
- At the hearing the board may hear from the building principal about the incident, recommendations for discipline or services, and any programs instituted to reduce HIB.
- Whether or not the BOE hearing was held, at the next BOE meeting, following its receipt of the superintendents report, the BOE must issue a decision, in writing, to affirm, reject, or modify the superintendent's decision.
- Parent/guardian can retain rights to appeal or pursue the legal avenues