

**RSU #63**

- a. **NEPN/NSBA Code:** **JICK-R**
- b. **Title:** **Bullying & Cyberbullying-Administrative Procedures**
- c. **Author:**
- d. **Replaces Policy:**
- e. **Date Previously Approved:**
- f. **Date Approved:** **05/22/2017 RSU #63**
- g. **Policy Expiration:** **Review as Needed**
- h. **Date Reviewed:** **05/01/2017 Superintendent/Curriculum Committee**
- i. **Responsible for Review:** **05/01/2017 Policy Committee  
Superintendent & Policy Committee**
- j. **References:** **20-A MRSA § 1001 (15)(H), § 6553, § 6554**
- k. **Narrative:**

The RSU 63 School Board (the Board) directs all responsible district parties to report any cases of observed or suspected bullying and/or cyberbullying as soon as possible utilizing the following procedures:

- I. Step 1.** Any student who believes he/she has been the target of bullying, cyberbullying, or harassment should report the issue to a staff member. An incident report (JICK E-1) must be completed, in person or in writing (including anonymously through our website). Upon completing the Report, or when providing a verbal report, submit the form to the building principal or school counselor.
- II. Step 2.** When the school counselor and/or principal determines a student is bullying another, the student will be called to meet with the school counselor and/or principal to review the district's policy and once again sign his/her acknowledgement and understanding of the policy. Parents/guardians will be notified and the incident will be documented.
- III. Step 3a. – For the student who has been targeted,** the building principal and/or school counselor will:
  - A.** Communicate to the parent/guardian what measures are being taken to ensure safety, and
  - B.** Develop a safety plan, if necessary, for the target student to assure a safe and secure environment. The safety plan will be signed and dated by all parties. A copy will be filed with the affirmative action officer.

**Step 3b. – For the bullying student /responsible party** - If verified bullying or harassment continues, the designated administrator will initiate one or more of the following remediation steps:

- A. Meet with the student and the student’s parents/guardian to discuss the issue;
- B. Reflective activities such as requiring the student to write an essay about the student’s misbehavior;
- C. Mediation when there is mutual conflict between peers, rather than one-way negative behavior, and when both parties freely choose to meet;
- D. Referral to counseling;
- E. Participation in skills building and resolution activities such as social/emotional cognitive skills building, resolution circles, and/or restorative conferencing;
- F. Community service;
- G. In-school detention, which may take place during lunchtime, after school, or on weekends;
- H. Suspension from school on a graduated basis (such as one school day up to a week or more); and/or
- I. Expulsion.

**IV. Step 4** - If verified bullying or harassment continues, the building principal and/or superintendent will meet with the student and parents/guardians. The student will serve a three-day suspension. The building principal and/or superintendent will fully explain the district’s expectations of the student’s behavior in writing, to which the student will agree, in writing, before the student is allowed to return to school.

**V. Definitions:**

- A. **Harassment** is unwanted, one-sided, and/or demeaning remarks or contact after being asked to STOP. It is illegal. If a person feels he/she is being harassed, asks the offender to stop and he/she doesn’t, the targeted person can seek legal action against the offender.

Examples of prohibited harassment are:

- 1. Sexual advances, gestures, comments, or contact
- 2. Threats
- 3. Offensive jokes
- 4. Ridicule, slurs, derogatory action or remarks regarding race, skin color, religion, ancestry, national origin, gender (including gender identity or

gender expression), sexual orientation, physical or mental disability, or other distinguishing characteristics

**B. Bullying** is defined as any physical act or gesture or any verbally, written, or electronically communicated expression that a reasonable person should expect will have the effect of:

1. Physically harming a student or damaging student property;
2. Places a student in reasonable fear of physical harm or damage to property;
3. Ridicule, slurs, derogatory action or remarks regarding race, skin color, religion, ancestry, national origin, gender (including gender identity or gender expression), sexual orientation, physical or mental disability or other distinguishing characteristics;
4. Substantially disrupts the instructional program or the orderly operations of school; or
5. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

#### **VI. Student Rights:**

A student has the right to attend school in an atmosphere free from intimidation, ridicule, hostility, and offensiveness. Students should not harass, bully, or intimidate other students. Harassment and bullying violate state and federal laws.

## Meeting to Create a Student Safety Plan

The purpose of this meeting is to create a school safety plan for a student who does not feel safe in school. It is important that all parties understand and agree to the following points:

- The school and parent(s)/guardian(s) are working together to make sure the student feels safe in school. This is something we all want. We all agree on this. \_\_\_\_
- This is not about redressing the past or assessing blame for what did or did not happen. This is about the future and what we are going to do to make sure the student feels safe in school. \_\_\_\_
- This is about specific steps the school will take to help the student feel safe. \_\_\_\_
- While it is important that the school enforce its policies and administer appropriate discipline, that is something separate from the scope of this plan. \_\_\_\_
- The school should make no promises about behaviors that it cannot control; however, the school can commit to following through on what is laid out in this safety plan. \_\_\_\_
- This plan should be shared with the student and relevant adults in the school. \_\_\_\_
- This plan should be referenced, revisited, and reviewed. \_\_\_\_

We are working together in good faith so that the affected student can feel safe in school and access an education. This plan will help achieve that.

The following constitutes the RSU 63 Safety Plan for: \_\_\_\_\_

and \_\_\_\_\_.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Any violation or deviation from this plan is to be reported to the Superintendent as soon as possible.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Student

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Administrator