

The Dallas Center-Grimes School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity, and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or District.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the student in reasonable fear of harm to the student’s person or property.
 2. Has a substantial detrimental effect on the student’s physical or mental health.
 3. Has the effect of substantially interfering with a student’s academic performance.
 4. Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 30 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or person(s) designated by the principal (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent’s designee shall also be responsible for developing procedures regarding this policy.

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student’s parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion on the school or school district’s web site,

Legal References: 20 U.S.C. §§ 1221-1234i.
 29 U.S.C. § 794.
 42 U.S.C. §§ 2000d-2000d-7.
 42 U.S.C. §§ 12101 *et. seq.*
 Iowa Code §§ 216.9; 280.28; 280.3.
 281 I.A.C. 12.3(6).
 Morse v. Frederick, 551 U.S. 393 (2007)

Cross References: 101 Equal Educational Opportunity

Approved: Sept. 2007 Reviewed: February 2016 Revised: February 2016

Policy Title

ANTI-BULLYING/HARASSMENT

Code 105.E1

BULLY/HARASSMENT INCIDENT REPORT

Name of person completing report/investigating: _____

Incident date: _____

Report date: _____

List the name(s) and the role(s) of all person(s) involved Roles: Student allegedly bullied, student who allegedly bullied, Witness/bystander)

Name

Role

Specifics:

What exactly happened, when (date and time), to whom, how, where (location)?

Identify each of the following 18 categories for which the student is reported to have been bullied/harassed. Check all that apply.

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Race | <input type="checkbox"/> Creed |
| <input type="checkbox"/> Sex | <input type="checkbox"/> National Origin | <input type="checkbox"/> Ancestry | <input type="checkbox"/> Marital Status |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Gender Identity | <input type="checkbox"/> Physical Attributes | |
| <input type="checkbox"/> Physical/Mental Abilities | <input type="checkbox"/> Political Belief | <input type="checkbox"/> Political Party Preference | |
| <input type="checkbox"/> Socioeconomic Status | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Familial Status | <input type="checkbox"/> Other (Specify): |

What is the relationship between the people involved?

Have there been previous incidents of which you are aware?

Have any previous incidents been reported? If so, to whom/how?

What has the student who was allegedly bullied done to deal with the issue? What was the response of this person?

Were there any bystanders/witnesses who would have information? If so, what are their names? How were they involved?
What would be a positive outcome to this situation?

Signature

Date

Reviewed: February 2016

Policy Title

ANTI-BULLYING/HARASSMENT

Code 105.E2

BULLY/HARASSMENT INCIDENT INVESTIGATION FORM

Name of person completing report/investigating: _____

Incident date: _____

Report date: _____

Name of person being interviewed: _____

Role:

Student allegedly bullied

Student who allegedly bullied

Witness/bystander

Parent Notified:

Yes

Date:

Time:

Person contacting:

No

The following items were addressed:

Confidentiality Review of school policy Review of non-retaliation

Safety plan (including possible involvement of law enforcement)

Consequences for false information

Investigation procedures

Specifics:

What exactly happened, when (date and time), to whom, how, where (location)?

What is the relationship between the people involved?

Have there been previous incidents of which you are aware?

Have any previous incidents been reported? If so, to whom/how?

What has the student who was allegedly bullied done to deal with the issue? What was the response of this person?

Were there any bystanders/witnesses who would have information? If so, what are their names? How were they involved?

What would be a positive outcome to this situation?

Plans for the future: (as needed for both alleged bully and bullied)

Investigator's Signature

Date

Interviewee's Signature

Date

(note) Page 1 will be filled out for each interview. One copy of page 3 will be filled out after all interviews are completed

Identify each of the following 18 categories (real or perceived) for which the student is reported to have been bullied/harassed. Check all that apply.

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Race | <input type="checkbox"/> Creed |
| <input type="checkbox"/> Sex | <input type="checkbox"/> National Origin | <input type="checkbox"/> Ancestry | <input type="checkbox"/> Marital Status |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Gender Identity | <input type="checkbox"/> Physical Attributes | |
| <input type="checkbox"/> Physical/Mental Abilities | <input type="checkbox"/> Political Belief | <input type="checkbox"/> Political Party Preference | |
| <input type="checkbox"/> Socioeconomic Status | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Familial Status | <input type="checkbox"/> Other (Specify): |

Method of bullying/harassment (check all that apply).

- | | | | |
|---|--|---------------------------------|-----------------------------------|
| <input type="checkbox"/> Electronic Communication | <input type="checkbox"/> Written Communication | <input type="checkbox"/> Verbal | <input type="checkbox"/> Physical |
| <input type="checkbox"/> Social/Relational (ostracizing, exclusion) | <input type="checkbox"/> Other (Please Specify): | | |

Location of incident (check all that apply).

- | | | | |
|---|-------------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Bus | <input type="checkbox"/> Hallway | <input type="checkbox"/> Classroom | <input type="checkbox"/> Locker room |
| | <input type="checkbox"/> Gym | | <input type="checkbox"/> Cafeteria |
| <input type="checkbox"/> Extra curricular activity (on/off campus) | | | <input type="checkbox"/> Bathroom |
| | <input type="checkbox"/> At Lockers | <input type="checkbox"/> Playground | |
| <input type="checkbox"/> Other (Please Specify): | | | |

Person(s) reported to have bullied/harassed:

If district student, enter student's state ID: Building: Grade:

If the person is a school staff member or volunteer the administrator investigating must enter data into Iowa Department of Education Ed info site, entry may not be completed by an administrative assistant.

Identify where the person(s) reported to have bullied/harassed from.

- | | | | |
|---|--|--|--------------------------|
| <input type="checkbox"/> District Student | <input type="checkbox"/> Student from another district | <input type="checkbox"/> School Staff Member | <input type="checkbox"/> |
| Volunteer | | | |

TO BE COMPLETED BY SCHOOL COUNSELORS AND ADMINISTRATORS ONLY

If the Iowa Anti-Bullying/harassment law was violated, check all of the reasons that apply.

- Was violated because conduct places the student in reasonable fear of harm to the student's person or property.
- Was violated because conduct has a substantially detrimental effect on the student's physical or mental health.
- Was violated because conduct has the effect of substantially interfering with the student's academic performance.
- Was violated because conduct has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Provide an explanation and/or additional information as to why one or more of the conditions were met:

If the Iowa Anti-Bullying/harassment law was not violated, check the box indicating that another law, school policy, or rule was violated or check the box indicating that no law, school policy, or rule was violated.

- Was NOT violated, nor was any other law/school policy/rule violated.
- Was NOT violated, but another law/school policy/rule violated.

Check all of the following consequences/remedial actions that apply.

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Verbal warning | <input type="checkbox"/> Written warning | <input type="checkbox"/> Parent(s) or guardian(s) notified | <input type="checkbox"/> Parent(s) or guardian(s) conference |
| <input type="checkbox"/> Signed agreement | <input type="checkbox"/> Counselor follow up | <input type="checkbox"/> Restricted privileges | <input type="checkbox"/> Specialized-seating assignment |

- Individual Behavior Plan
- Law enforcement
- Community Service
- Internal Team
- No consequences warranted
- Suspension or expulsion-__days
- Student Conference
- Other(Please Specify):
- Bus Suspension-__days
- Referral to

Investigation Completed by _____ **Date** _____

Data entered in to the Department of Education ED info site by _____ **Date** _____

Policy Title

ANTI-BULLYING/HARASSMENT

Code 105.E3

BULLYING INCIDENT FOLLOW-UP

This is used to formally follow up with a founded bully incident.

Name of person conducting follow-up:

People present:

Date of follow-up:

Time:

According to the student, the situation is:

Better Worse No difference

Parent contacted:

Date:

Time:

Person contacting:

Summary of follow-up:

Additional action needed:

No

Yes, action to be taken: