

**McNARY ELEMENTARY SCHOOL POLICY  
STUDENT BULLYING, HARRASSMENT, INTIMIDATION**

The District does not tolerate bullying in any form. Further, the District shall investigate each complaint of bullying and will take appropriate, timely and responsive action.

**Bullying:** Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property.
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Any student who feels he or she has been the victim of bullying or suspects other students of being bullied should file a complaint with the Superintendent, the RTC Facilitator or other school employee. The student's report may be provided verbally or in writing. A student's verbal report will be documented in writing by the employee receiving the report.

Any staff member who becomes aware of, or suspects that a student is experiencing bullying shall immediately notify the Superintendent or the RTC Facilitator. Employees may initially give a verbal notice to the Superintendent or the RTC Facilitator, but shall submit a written report to the Superintendent or RTC Facilitator within one (1) school day of the verbal report.

Reprisal directed toward a student or employee for reporting a case of bullying or suspected case of bullying will not be tolerated. Students involved directly or indirectly in reprisal will be disciplined according to Governing Board policies. Any suspected violation of the law will be reported to law enforcement.

Investigation of submitted complaints shall be initiated by the Superintendent or RTC Facilitator as soon as is feasible, but not later than (2) school days after the initial report. Each investigation will be comprehensive to the extent determined appropriate by the Superintendent or RTC Facilitator. In investigating the complaint, the Superintendent or RTC Facilitator will maintain confidentiality to the extent reasonably possible.

Each investigation will be documented by the Superintendent or the RTC Facilitator. Documentation will be maintained by the District for at least (6) years. In the event the District must report incidents to persons other than school officials or law enforcement, all individual identifiable information shall be removed.

Should the Superintendent or RTC Facilitator determine that bullying has occurred, discipline will be administered pursuant to Board policies. Regardless of the outcome of the investigation, the Superintendent or RTC Facilitator will meet with the student who reported or was reported as being bullied to review the findings of the investigation. Additionally, the parent(s) or guardian(s) of the involved students will be informed of the findings of the investigation.

The Superintendent is responsible for determining the methods of information delivery to employees and students. The Superintendent shall provide to all District employees the information necessary to comply with the McNary Elementary School Governing Board policy regarding bullying. The information shall be disseminated to District personnel at the beginning of each year, and as the Superintendent otherwise determines to be appropriate.

The Superintendent or the RTC Facilitator is responsible to ensure information related to bullying is disseminated to students, and parents and guardians. The information shall include, but not be limited to Governing Board policy, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information will

- occur during the 1<sup>st</sup> week of each school year,
- be posted in each classroom and in common areas of the school,
- be summarized in the student handbook and on the District website, and
- be provided to each incoming student during the school year at the time of registration.

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**COMPLAINT FORM**

(To be filed with any McNary Elementary School District employee,  
who will forward to the Superintendent or RTC Facilitator)

**Please print:**

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Another phone where you can be reached** \_\_\_\_\_

**During the hours of** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

**I wish to complain against:**

**Name of person(s)**

\_\_\_\_\_

**Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. *Be sure to include all relevant dates, times, and places.* Additional pages may be attached.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If there is anyone who could provide more information regarding this complaint, please list name(s), address(es), and telephone number(s).**

<b>Name</b>	<b>Address</b>	<b>Telephone Number</b>
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**The projected solution:**

**Indicate what you think can and should be done to solve the problem.**

**Be as specific as possible.**

_____
_____
_____
_____
_____
_____
_____
_____
_____

**I certify this information is correct to the best of my knowledge.**

**Signature of Complainant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Document received by** \_\_\_\_\_ **Date** \_\_\_\_\_

**Investigating official** \_\_\_\_\_ **Date** \_\_\_\_\_