Personnel

Anti-Bullying Policy

It is the policy of the Board of Education to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

A. Prohibited Conduct

1. **Bullying** - Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as:

   Any written, verbal, or physical act, or any electronic communication, including but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

   a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;

   b. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

   c. Having an actual and substantial detrimental effect on a student's physical or mental health; or

   d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

2. **Retaliation/False Accusation** - Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.
B. **Reporting an Incident** - If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below.

A written report may be made in person, via telephone, or in writing (including electronic transmissions). The written form can be found on the District website and in each school office. If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the aforementioned individuals.

**Anonymous Reporting** - To encourage reporting of suspected bullying or related activities, each principal, with advice and consent of the Responsible School Official(s), shall be responsible for creating, publicizing, and implementing a system to permit individuals to make anonymous reports. Any such system shall emphasize that the District's ability to investigate anonymous reports may be limited.

C. **Investigation** - All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District’s central administrative office. Law enforcement may be contacted.

D. **Notice to Parent/Guardian** - If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.

E. **Annual Reports** - At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.

F. **Responsible School Official** - The Superintendent (“Responsible School Official”) shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.

G. **Posting/Publication of Policy** - Notice of this policy will be: (a) annually discussed with students and employees, (b) incorporated into the teacher, student, and parent/guardian handbooks, and (c) located on the district website at [www.theadrianmaples.com](http://www.theadrianmaples.com).
**Prevention Task Force** - Within 180 days of adoption of this policy, the Responsible School Official may form a bullying prevention task force. The task force may identify, develop and/or recommend written materials, training programs and initiatives for implementation. In its discretion, the task force may involve school staff, students, school clubs, or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders.

**Training and Educational Programs** - The Responsible School Official may provide the opportunity for annual training for administrators, school employees and volunteers who have significant contact with pupils on preventing, identifying, responding to, and reporting incidents of bullying.

The Responsible School Official may also periodically arrange or otherwise provide educational programs for students and parents/guardians on preventing, identifying, responding to, and reporting incidents of bullying and cyberbullying. The Responsible School Official may arrange for classroom teachers to address the foregoing issues within the classroom curriculum.

**H. Definitions**

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" also includes any conduct using a *telecommunications access device* or *telecommunications service provider* that occurs off school premises if the device or provider is owned by or under the District's control.

2. "Telecommunications Access Device" means that term as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL 750.219a, as may be amended from time to time.

3. "Telecommunications Service Provider" means that term as defined in Section 219a of the Michigan Penal Code, *supra*, as may be amended from time to time.

Policy Adopted: April 27, 2015