

CENTENNIAL SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: February 24, 2015

REVISED:

249-AR-0. BULLYING/CYBERBULLYING

Forms

Any staff member who receives a complaint of bullying/cyberbullying should report the matter to the building principal or designee. The building principal is the case manager of all complaints that are brought forward. The student complainant and/or the student's parent(s)/guardian(s) should be given the Report Form for Complaints of Bullying/Cyberbullying, to review and sign. Upon completion, the form should be given to the building principal or designee and maintained in the district's records.

Complaints may come to the district from different sources. If the complaint comes to the district from a witness, the alleged victim and/or victim's parent(s)/guardian(s) should be contacted immediately and given the Report Form for Complaints of Bullying/Cyberbullying to review and sign.

The student and/or the student's parent(s)/guardian(s) will also be provided with the Notice to Complainant and/or Parents/Guardians of Complainant, at the outset of the investigation.

The decision as to who should be given the forms in terms of the student and/or the student's parent(s)/guardian(s) will be based on a variety of considerations, including the following:

1. In all cases where the student is under eighteen (18) years old, the parent(s)/guardian(s) should be contacted unless there is a threat to the safety of the student by contacting the parent(s)/guardian(s).
2. In all cases where the student is eighteen (18) years old or older, the parent(s)/guardian(s) should not be contacted unless the student gives authorization, the parent(s)/guardian(s) made the complaint, or the situation is such that notice to the parent(s)/guardian(s) is necessary to protect the student.
3. If the age and/or maturity of the student is such that provision of the form to the student is likely to be confusing or not understood by the student, then the student need not be provided with a copy of the form.
4. In all other instances, the student is to be provided with a copy of the form and requested to sign it.

Investigation

The first decision that must be made is the determination of who will perform the investigation and whether the Superintendent or other appropriate central administrator is to be notified to determine who will conduct the investigation. Legal counsel may be consulted to determine whether legal counsel should be involved and, if so, to what extent.

Any complaint where the nature of the alleged wrongdoing is such that there may be an expulsion if the allegations are found to be true should be turned over to the central administration and reviewed by legal counsel.

Upon receipt of a complaint of bullying/cyberbullying, the building principal or designee will investigate the complaint promptly, unless the investigation is turned over to the central administration or legal counsel. During the investigation, the investigator will utilize and complete the Investigative Fact Sheet.

Confidentiality of all parties will be maintained as may be consistent with the district's legal and investigative obligations.

Such investigation may include some, but not necessarily all, of the following steps based on the particular allegations:

1. Identifying and interviewing the complainant.
2. Interviews will be conducted individually.
3. Identifying and interviewing the individual(s) accused to have participated in the alleged bullying/cyberbullying.
4. Identifying and interviewing any witnesses to the alleged bullying/cyberbullying.
5. Review of any physical evidence or documents relating to alleged bullying/cyberbullying.
6. Any other relevant evidence produced by the complainant or the accused individual(s).
7. Any other reasonable investigation the building principal deems necessary.

A report of bullying/cyberbullying must be investigated even if the report is anonymous and even if the reporter stated that s/he does not want the district to do anything.

Some bullying/cyberbullying might also constitute sexual harassment, racial intimidation or ethnic intimidation. To the extent that the nature of the bullying/cyberbullying may constitute one (1) or more of those things, the policies and administrative regulations pertaining to those subjects must be followed.

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249-AR-0-FORM. REPORT FORM FOR COMPLAINTS OF BULLYING/CYBERBULLYING

Complainant: _____

Home Address: _____

Home Phone: _____

School Building: _____

Date of Alleged Incident(s): _____

1. Name of person(s) you believe violated the district's bullying/cyberbullying policy:

2. If the alleged bullying/cyberbullying was directed against another person(s), identify the other person(s):

3. Describe the incident as clearly as possible, including what electronic, written, verbal or physical actions or series of actions occurred, if any, and what verbal statements (i.e. threats, requests, demands, etc.) have been made. Attach additional pages if necessary.

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BULLYING/CYBERBULLYING - Pg. 2

4. When and where incident(s) occurred: _____

5. List any witnesses who were present: _____

6. How has this incident affected your education or the school environment?: _____

This complaint is based upon my honest belief that _____ has
bullied/cyberbullied me or another person. I certify that the information I have provided in this
complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Recipient of Complaint (Please Print)

Date

Recipient of Complaint (Signature)

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249-AR-0-FORM-1. NOTICE TO COMPLAINANT AND/OR PARENTS/GUARDIANS OF COMPLAINANT

To: _____

From: _____

Date: _____

The elimination of improper conduct, including bullying/cyberbullying, is a high priority for the district. It is the established policy of the district to prohibit all forms of improper conduct, including bullying/cyberbullying. A copy of the district’s policy and administrative regulations are attached, and we urge that you read them and become familiar with their provisions; however, we would like to use this notice to highlight certain information:

1. The district will investigate the allegations of improper conduct brought to its attention. The investigation will be conducted by:

_____. If you have any questions of the district’s investigator, you may contact the investigator at the following email address and telephone number:

2. During the investigation, you have the right to: (a) provide the district with information and documentation concerning the alleged improper conduct; (b) advise the district of the identity and location of any possible witness; and (c) all other rights set forth in law or in district policy.
3. The district is interested in knowing what actions you are seeking in response to the bullying/cyberbullying. Although the law does not require that the district comply with requested action in order to eliminate bullying/cyberbullying, a collaborative dialogue may be a useful tool in ensuring that bullying/cyberbullying is eliminated.
4. The district will take reasonable steps to preserve confidentiality and will make every effort to prevent public disclosure of the names of the parties involved, except to the extent necessary to carry out the investigation. The district is interested in knowing your views

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about confidentiality issues and will try to accommodate them, subject to the district being able to fulfill its commitment to eliminate bullying/cyberbullying.

5. District employees and students who are alleged to be perpetrators of bullying/cyberbullying may be entitled to due process and may be protected by certain confidentiality rights. Subject to the rights of students or employees, the district will make an effort to keep you advised of the progress of its investigation and of any decisions it reaches concerning the situation. If you have any questions concerning the progress of the investigation or the actions taken by the district to remediate any bullying/cyberbullying that may have occurred, please feel free to contact the district designee or the investigator identified previously in this notice.
6. If you are dissatisfied with the progress of the investigation, the progress of the making of the decision, or the decision reached, you have the right to appeal to the Board of School Directors. You may file an appeal by _____.
7. If it is concluded following the investigation that the allegations have merit and that action will be taken to remediate the situation, the district will follow up with you to make sure that there is not a recurrence of the improper conduct. If there is any repeat of any improper conduct, we ask that you notify the district designee and/or the investigator immediately.
8. The district has a policy of correcting the discriminatory effects on the complainant and others of any improper conduct, including bullying/cyberbullying. Please feel free to advise us of the things that you believe the district should do to correct the discriminatory effects of the improper conduct.
9. Retaliation by anyone against any individual who has reported improper conduct, including bullying/cyberbullying, is strictly forbidden. If you believe that anyone is retaliating against you in any way, please notify your building principal and/or the investigator immediately.
10. The district's designee for bullying/cyberbullying in this case is:

If you have any questions, you may contact the designee at the following email address and telephone number:

Thank you for your assistance and cooperation.

Please respond via email and send signed signature page.

By signing below, I hereby acknowledge receipt of this notice.

Date: _____

Signature: _____

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249-AR-1. SERIOUS INCIDENT REPORTING

Instances requiring Serious Incident Reporting include, but are not limited to the following:

- Significant disruptions to the school day or operations off hours such as unexpected alarms, drills, bell issues, significant discipline events (drugs, alcohol, assault, vandalism, sexual assault, threat to harm self or other, weapons)- from principals and supervisors. (SIR email)
- Interruptions to service including phone issues, internet issues, e-alert issues, website issues, power outages, weather emergencies, lock downs. (SIR email or text/phone call if email is down)
- Emergency calls such as police, EMT, fire, or other authorities being called for any issue whether staff, student, or grounds related. This includes car accidents onsite or off-site involving students/employees and sporting events. (SIR email)
- Issues with staff members or students regarding health or welfare. (SIR email)
- Conflicts or high profile events regarding disagreements or stress (i.e. employee storming out of work or acting inappropriately or with volatility). Racial, sexual, or physical harassment of any nature should be immediately reported. (SIR email)
- Death of employee, former employee, critical stakeholder, or student. (Call to Human Resources)
- Press releases or stories on any unexpected or potentially sensational event, including threat of legal action. (Call to Human Resources and email of story to Superintendent)
- Any level 3 or 4 student infractions: weapons, threat to harm, harassment, drugs, alcohol, assault, vandalism, theft of a serious nature, or offense requiring 3+ OSS for a student.

Significant and Discipline Events shall be reported via email within 15 minutes of the occurrence – to the “CSD SIR Team” distribution list in the CSD global listing. Please do not copy others – the Superintendent will route accordingly – label the email as “Urgent Incident” and flag it as important.

Procedures for the above events:

1. An email shall be sent to the **CSD SIR Team** distribution list with a brief summary of incident as soon as it occurs:
 - Police were called due to custody issue and parental conflict (significant event); Student A assaulted Student B which will result in a 3 day OSS (discipline event); Students reported dangerous stranger at the bus (significant event); Power outage at transportation (interruption to service); staff member had a seizure and EMT called (health). Your designee should send the email if you are involved in defusing the incident.

2. A follow up email shall be sent by the end of the day to the *CSD SIR Team* distribution list:

- **Significant events**: a follow up email summary with outcomes and steps taken that is more detailed than the initial “heads up” email.
- **Discipline events**: an email to the *CSD SIR Team* distribution list that a VR was completed.

Include students’ names in that. Reminder: only administration should enter VRs in Skyward. Only building administration should conduct student interviews and investigations of level 3 and 4 incidents. They should determine discipline outcomes and make parental contacts.

For routine reporting that doesn’t require direction, you will not receive a reply.

For matters requiring administrative direction:

- **The Superintendent will reply to school based events for the incident. The Director of Teaching and Learning, the Director of Special Education or the Director of Student Affairs will reply if needed on student concerns depending on the instance, which will be sent to them by the Superintendent.**
- **The Director of Human Resources will reply to events about employee matters.**
- **The Director of Facilities will reply about facilities or operations concerns.**
- **The Director of Technologies will reply about technology concerns.**

If your SIR requires an immediate response and is of an urgent nature, please call or text the Superintendent if you do not receive a response within 15 minutes of your initial communication. Please do not call the office in lieu of the email.

If you need immediate guidance, call the Superintendent immediately for direction, but do follow up with the initial email brief or have a designee do so as soon as possible so that our entire team is responding behind the scenes accordingly. We all have different roles/responsibilities, and the email triggers our coordination.

If it is a life-threatening situation, please use the protocols in the All-Hazards School Safety Plan accordingly and report the Superintendent as is designated therein.

Lastly, it is critical that you review with any and all who report to you, work with students in your building, or may encounter a serious incident. All faculty and staff should know that reporting to their respective administrator or supervisor is a non-negotiable in any instance cited in this memo. That ensures vertical reporting and response that is required by law and district policy. You may share these procedures with them accordingly, but remind them that all SIR emails and reporting comes from you as the administrator or your designee.

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249-AR-0-FORM-2. INVESTIGATIVE FACT SHEET

A. The Complainant

Name: _____ Address: _____

Age: _____ Phone: _____

Date of Birth: _____

Gender: _____

Parents/Guardians: _____ Address: _____

Phone: _____

School: _____

B. Has the complainant been provided with the Notice to Complainant and/or Parents/Guardians of Complainant? Yes No Date notice provided: _____

Attach copy of Notice with acknowledgement of receipt.

C. The Investigator(s)

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

D. Nature of Complaint as Described by Complainant

Date complaint made: _____

Description of improper conduct: _____

Name(s) of all participants in the improper conduct: _____

Name(s) of witnesses: _____

What would the complainant like the district to do to remedy the situation? _____

What is the complainant's viewpoint with respect to confidentiality? _____

E. Investigation

Date: _____ Action taken: _____

Date: _____ Action taken: _____

Date: _____ Action taken: _____

Date: _____ Action taken: _____

Date: _____ Action taken: _____

Date: _____ Action taken: _____

F. Conclusions Reached

G. Action Taken to Eliminate Improper Conduct

H. Follow-Up Action Taken to Ensure That Remedial Action is Effective

The attached disposition letter will be sent to all parties.