

## Tumwater School District Procedures

# PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

### 1. Introduction

The Tumwater School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, mental or physical disability, or other distinguishing characteristics.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation, or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

### 2. Definitions

- **Aggressor** – is a student, staff member, or other member of the school community who engages in the harassment, intimidation, or bullying of a student.
- **Cultural competency and culturally responsive practices** - Human beings have much in common, yet our individual differences can lead to perceptions of the world that can also be strikingly different. Developing cultural competency and culturally responsive practices is the ongoing process of learning to work more sensitively and effectively with people whose cultural attributes, experiences, and perceptions may be different from our own.
- **Harassment, intimidation, or bullying** – is an intentional electronic, written, verbal, or physical act that:
  - A. Physically or emotionally harms a student or damages the student’s property.
  - B. Has the effect of substantially interfering with a student’s education.
  - C. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
  - D. Has the effect of substantially disrupting the orderly operation of the school.

Conduct that is “substantially interfering with a student’s education” will be determined by considering a targeted student’s grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation, and bullying may take many forms, including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

- **Incident Reporting Form** – may be used by student, families, staff or volunteers to report incidents of harassment, intimidation or bullying. The Elementary School Bullying Report is used in grades K-6. The Safety Incident Report Form is used in grades 7-12. These forms are available at each school and on the District website in the “For Parents” and “For Students” sections.
- **Retaliation** – when an aggressor harasses, intimidates, or bullies a targeted student, witness, or other person who possesses or has brought forward information of harassment, intimidation, or bullying.
- **Staff** – includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute and temporary teachers, volunteers, or paraprofessionals (both employees and contractors).
- **Targeted Student** – is a student against whom harassment, intimidation, or bullying has allegedly been perpetrated.

### **3. Relationship to Other Laws**

This procedure applies only to RCW 28A.300.285 – Harassment, Intimidation and Bullying prevention. There are other laws and procedures to address related issues such as sexual harassment or discrimination.

At least four Washington laws may apply to harassment or discrimination:

- RCW 28A.300.285 – 12 Education--Harassment, Intimidation and Bullying
- RCW 28A.640.020 – Sexual Harassment
- RCW 28A.642 – Prohibition of Discrimination in Public Schools
- RCW 49.60.010 – The Law Against Discrimination

The district will ensure its compliance with all state laws regarding harassment, intimidation or bullying. Nothing in this procedure prevents a student, parent/guardian, school or district from taking action to remediate harassment or discrimination based on a person’s gender or membership in a legally protected class under local, state, or federal law.

### **4. Prevention**

#### **A. Dissemination**

In each school and on the District’s website the district will prominently post information on reporting harassment, intimidation, and bullying; the name and contact information for making a report to a school administrator; and the name and

contact information for the district compliance officer. The district's policy and procedure will be available in each school in a language that families can understand.

Annually, the superintendent will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbook, is available in school and district offices and/or hallways, or is posted on the District's website.

Additional distribution of the policy and procedure is subject to the requirements of Washington Administrative Code 392-400-226.

### ***B. Education***

Annually students will receive age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying at student orientation sessions and on other appropriate occasions. The information will include a copy of the Incident Reporting Form or a link to a Web-based form. Educational activities will also seek to cultivate greater awareness of our cultural similarities and differences so all students can feel understood, respected and included.

### ***C. Training***

Staff will receive annual training on the school district's policy and procedure, including staff roles and responsibilities, how to monitor common areas, and the use of the District's incident reporting forms. Staff training must include components to enhance cultural competency and culturally responsive practices.

### ***D. Prevention Strategies***

The district will implement a range of prevention strategies including individual, classroom, school, and district-level approaches. Whenever possible, the district will implement evidence-based prevention programs that are designed to increase social and cultural competency, improve school climate, enhance culturally responsive practices, and eliminate harassment, intimidation, and bullying in schools.

### ***E. Evaluation of Effectiveness***

Each site will annually collect and review school climate data as part of its site improvement efforts and as part of an ongoing review of the effectiveness of the implementation of this policy, and our success in providing all students, families, and staff with a safe and welcoming school environment. This data should include, but not be limited to, information collected via the biannual Healthy Youth Survey. School climate data may also include less formal school climate surveys used at a site, as well as a site's incident reports and related behavioral and disciplinary reports. The District Office will identify an alternative biannual survey for use at the elementary level, as the Healthy Youth Survey is administered only to grades 6,8,10, and 12 at the present time.

## **5. Compliance Officer**

The compliance officer for the District is Kim Howard, Communication & Community Coordinator, 621 Linwood Ave SW, Tumwater, WA 98512, 360-709-7003, [kim.howard@tumwater.k12.wa.us](mailto:kim.howard@tumwater.k12.wa.us). The compliance officer will:

- A. Serve as the district's primary contact for harassment, intimidation, and bullying.
- B. Provide support and assistance to the principal or designee in resolving complaints.
- C. Receive copies of all Incident Reporting Forms, discipline Referral Forms, and letters to parents providing the outcomes of investigations.
- D. Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern.
- E. Ensure implementation of the policy and procedure by overseeing the investigative processes, including ensuring that investigations are prompt, impartial, and thorough.
- F. Assess the training needs of staff and students to ensure successful implementation throughout the district, and ensure staff members receive annual fall training.
- G. Provide the OSPI School Safety Center with notification of policy or procedure updates or changes on an annual basis.
- H. In cases where, despite school efforts, a targeted student experiences harassment, intimidation, or bullying that threatens the student's health and safety, the compliance officer will facilitate a meeting between district staff and the child's parents/guardians to develop a safety plan to protect the student. A sample student safety plan is available on the OSPI Web site: <http://www.k12.wa.us/SafetyCenter/default.aspx>.
- I. Receive from each site a copy of the annual review of its school climate data including the effectiveness of the implementation of this policy at that site.

## **6. Staff Responsibilities for Intervention and Reporting**

All staff members shall intervene when witnessing or receiving oral or written reports of harassment, intimidation or bullying.

Whenever possible, staff members who initially receive a verbal or written report of harassment, intimidation, or bullying shall attempt to resolve the incident immediately. Possible remedies include an opportunity for the complainant to explain to the alleged aggressor that the alleged conduct is unwelcome, disruptive or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged aggressor that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district harassment, intimidation and bullying policy without identifying the complainant. Minor incidents that staff members are able to resolve immediately or incidents that do not meet the definition of harassment, intimidation, or bullying, may require no further action under this procedure.

All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless either of them is the subject of the complaint, in which case the Reporting Form would be submitted to the Compliance Officer or Superintendent.

Staff members who have received a verbal or written report of unresolved, severe, or persistent harassment, intimidation or bullying or who have observed it personally must file a written Incident Reporting form within 24 hours with a school administrator/designee. Staff shall inform the building principal or designee immediately when the complaint is beyond their training to address or alleges serious misconduct.

## **7. Options for Filing a Report**

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, may report incidents verbally or in writing to any school staff member. If the principal or designee is the subject of the complaint, the Reporting Form would be submitted to the Compliance Officer or Superintendent.

## **8. Privacy Options When Filing an Incident Reporting Form, and Their Effects on Staff Response**

In order to protect a targeted student from retaliation, a student need not reveal his or her identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).

### **A. *Anonymous:***

Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Schools may identify complaint boxes or develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff. (Example: An unsigned Incident Reporting Form dropped on a teacher's desk led to the increased monitoring of the boys' locker room in 5th period.)

### **B. *Confidential***

Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report. (Example: A student tells a playground supervisor about a classmate being bullied but asks that nobody know who reported the incident. The supervisor says, "I won't be able to punish the bullies unless you or someone else who saw it is willing to let me use their names, but I can start hanging out near the basketball court, if that would help.")

### **C. *Non-confidential***

Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The district will, however, fully implement the

anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

## **9. Investigations of Unresolved, Severe or Persistent Harassment, Intimidation and Bullying**

All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

- A. Upon receipt of the Incident Reporting Form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, principal or designee will begin the investigation. If there is potential for clear and immediate physical harm to the complainant, the principal or designee will immediately contact law enforcement and inform the parent/guardian.
- B. During the course of the investigation, the principal or designee will take reasonable measures to ensure that no further incidents of harassment, intimidation, or bullying occur between the complainant and the alleged aggressor. If necessary, the principal or designee will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor's schedule and access to the complainant, and other measures.
- C. Within two (2) school days after receiving the Incident Reporting Form, the principal or designee will notify the families of the students involved that a complaint was received and direct the families to the district's policy and procedure on harassment, intimidation, and bullying.
- D. In rare cases, where after consultation with the student and appropriate staff (such as a psychologist, counselor, or social worker) the principal or designee has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation, and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow district policy for reporting suspected cases to Child Protective Services.
- E. The investigation shall include, at a minimum:
  - An interview with the complainant.
  - An interview with the alleged aggressor.
  - A review of any previous complaints involving either the complainant or the alleged aggressor.
  - Interviews with other students or staff members who may have knowledge of the alleged incident.
- F. The principal or designee may determine that other steps must be taken before the investigation is complete.
- G. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the principal or designee will provide the parent/guardian and/or the student with weekly updates.
- H. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in

writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:

- The results of the investigation.
- Whether the allegations were found to be factual.
- Whether there was a violation of policy.
- The process for the complainant to file an appeal if the complainant disagrees with results. This process is described in section 11 below.

Because of the legal requirement regarding the confidentiality of student records, the principal or designee may not be able to report specific information to the targeted student's parent/guardian about any disciplinary action taken unless it involves a directive that the targeted student must be aware of in order to report violations.

If the principal or designee chooses to contact the parent/guardian by letter, the letter will be mailed to the parent/guardian of the complainant and alleged aggressor by United States postal service with return receipt requested unless it is determined, after consultation with the student and appropriate staff (psychologist, counselor, social worker) that it could endanger the complainant or the alleged aggressor to involve his or her family. If professional school personnel suspect that a student is subject to abuse or neglect, as mandatory reporters they must follow district policy for reporting suspected cases to Child Protective Services.

If the incident is unable to be resolved at the school level, the principal or designee shall request assistance from the District.

## **10. Corrective Measures for the Aggressor**

After completion of the investigation, the principal or designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation. Corrective measures that involve student discipline will be implemented according to district policy 5300. If the accused aggressor is appealing the imposition of discipline, according to district policy 5300, the principal or designee may be prevented by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. If in an investigation the principal or designee found that a student knowingly made a false allegation of harassment, intimidation, or bullying, that student may be subject to corrective measures, including discipline.

## **11. Targeted Student's Right to Appeal**

- A. If the targeted student or parent/guardian is dissatisfied with the results of the investigation, he/she may appeal to the superintendent or his or her designee by filing a written notice of appeal within five (5) school days of receiving the written results. The superintendent or his or her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.

- B. If the appealing party remains dissatisfied after the initial appeal to the superintendent, an additional written notice of appeal may be filed to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth (5th) school day following the date upon which the appealing party received the superintendent's written decision.
- C. An appeal before the school board must be heard on or before the tenth (10) school day following the filing of the written notice of appeal to the school board. The school board will review the record and render a written decision on the merits of the appeal on or before the fifth (5th) school day following the termination of the hearing, and shall provide a copy to all parties involved. The board decision will be the final district decision.

## **12. Discipline/Corrective Action**

The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation, or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.

Corrective measures for a student who commits an act of harassment, intimidation, or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student's history of problem behaviors and performance. Corrective measures that involve student discipline will be implemented according to district policy 3200 Student Rights and Responsibilities. Disciplinary sanctions may include required participation in group and/or individualized harassment/intimidation/bullying prevention programs as a condition for school attendance.

If the conduct was of a public nature or involved groups of students or bystanders, the district should strongly consider school-wide training or other activities to address the incident.

If a staff member has been found to be in violation of this policy and procedure, the School District may impose employment disciplinary action, up to and including termination. If a certificated educator is found to have committed a violation of WAC 181-87, commonly called the Code of Conduct for Professional Educators, OSPI's Office of Professional Practices may propose disciplinary action on a certificate, up to and including revocation. Contractor violations of this policy may include the loss of contracts.

## **14. Support for the Targeted Student**

Persons found to have been subjected to harassment, intimidation, or bullying will have appropriate district support services made available to them, and the adverse impact of the harassment on the student shall be addressed and remedied as appropriate.

## **15. Immunity/Retaliation**

No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who possesses or brings forward information about an alleged act of harassment, intimidation, or bullying. Retaliation is prohibited and will result in appropriate discipline.

## **16. Other Resources**

Students and families should use the district's complaint and appeal procedures as a first response to allegations of harassment, intimidation, and bullying. However, nothing in this procedure prevents a student, parent/guardian, school, or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected class under local, state or federal law. Tumwater School District's non-discrimination statement can be found under "Equal Opportunity/Compliance/Grievance" in Section 2 of the Rights and Responsibilities Handbook.

A harassment, intimidation, or bullying complaint may also be reported to the following state or federal agencies:

- OSPI Equity and Civil Rights Office (360) 725-6162 Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)  
[www.k12.wa.us/Equity/default.aspx](http://www.k12.wa.us/Equity/default.aspx)
- Washington State Human Rights Commission 1 (800) 233-3247  
[www.hum.wa.gov/index.html](http://www.hum.wa.gov/index.html)
- Office for Civil Rights, U.S. Department of Education, Region IX (206) 607-1600  
Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) [www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html)
- Department of Justice Community Relations Service 1 (877) 292-3804  
[www.justice.gov/crt/](http://www.justice.gov/crt/)
- Office of the Education Ombudsman 1 (866) 297-2597 Email:  
[OEInfo@gov.wa.gov](mailto:OEInfo@gov.wa.gov) [www.governor.wa.gov/o eo/default.asp](http://www.governor.wa.gov/o eo/default.asp)
- OSPI Safety Center (360) 725-6044 <http://www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx>
- Other District Policies and Procedures

## **17. Other District Policies and Procedures**

Nothing in this policy or procedure is intended to prohibit discipline or remedial action for inappropriate behaviors that do not rise to the level of harassment, intimidation, or bullying as defined herein, but which are, or may be, prohibited by other District or school rules.

**IMPLEMENTED: October 24, 2013**