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| <br><b>Tucson, Arizona</b><br><br><b>GOVERNING BOARD POLICY</b> | <b>POLICY TITLE:</b> Student Violence, Bullying, Intimidation and Harassment |
|  | <b>POLICY CODE:</b> JICK   |

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.

The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

All students, regardless of their background, are entitled to an educational environment free from harassment and discrimination. To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

This policy applies not only to students who directly engage in bullying, intimidation and harassment but also to students who, by their indirect behavior, condone or support another student's act of bullying.

**Definitions**

**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 verbal attacks or indirect actions that place a student in reasonable fear of harm or damage to self or 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.

JICK – Student Violence, Bullying, Intimidation & Harassment 2-26-13

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- repeated verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyber bullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

*Cyberbullying:* Cyberbullying ~~is~~ includes but is not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

*Harassment:* Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, disability, gender identity or expression, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

*Intimidation:* Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

### **Prohibitions and Discipline**

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such bullying results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s)

interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Retaliation by any student or staff member directed toward a student or employee related to the reporting of a case of bullying or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

**Reporting Incidents of Bullying**

A student who is experiencing bullying, or believes another student is experiencing bullying, is to report the situation to the principal or another school employee school administrator. A school employee who becomes aware of or suspects a student is being bullied shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information to the extent permitted by law.

The initial notification of an alleged incident may be provided verbally orally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal oral report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal.

~~Retaliation by any student or staff member directed toward a student or employee related to the reporting of a case of bullying or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.~~

At the time a student reports alleged bullying the principal shall provide to the student who has allegedly been bullied a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s) of the report.

**Administrative Response to a Report of Bullying, Intimidation or Harassment.**

The principal shall promptly investigate all reports of bullying. If the principal determines that bullying has occurred, discipline shall will be administered pursuant to Board Policies and the Guidelines for Student Rights and Responsibilities JK, JKAA, and JKAB to ensure that such conduct stops. Regardless of the outcome of the investigation the principal or other school administrator will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational

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JICK – Student Violence, Bullying, Intimidation & Harassment 2-26-13

Rights and Privacy Act (FERPA) set out in Policy JR, the parent(s) or guardian(s) of the involved students shall also be informed of the findings of the investigation.

Documentation related to reported bullying and subsequent investigation shall be maintained by the District for not less than six (6) years. In the event the District reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

#### **Dissemination of Information Regarding Bullying, Intimidation and Harassment**

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The Superintendent shall establish procedures for the dissemination of information to students, parents and guardians. The information will include, but not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information shall

- occur during the first (1st) week of each school year,
- be provided to each incoming student during the school year at the time of the student's registration,
- be posted in each classroom and in common areas of the school, and
- be summarized in the student handbook and on the District website, and

the Superintendent shall establish procedures for the dissemination of information to District employees including, but not limited to

- Governing Board policy,
- preventive measures,
- incident reporting procedures,
- available support services for students (both proactive and reactive), and
- student rights.

Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

~~The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.~~


~~Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.~~

~~Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.~~

Adopted: October 5, 2004 [As Policy JICL]  
Revised: June 14, 2011 [Revised and recoded (formerly JICL)]  
Revised: December 5, 2012 [cross reference correction only]  
Revised: February 26, 2013 [Revised and recoded (formerly JICFB)]  
Reviewed:

**LEGAL REF:A.R.S.** 13-1202, 13-1203, 13-1204, 13-2321, 13-2916, 13-2921,  
13-3506.01, 15-341  
**A.A.C.** R7-2-1308

**CROSS REF:** IJNDB – Use of Technology Resources in Instruction  
JI – Student Rights and Responsibilities  
JK – Student Discipline  
JKAA – Discipline, Suspension, Expulsion for 504 Handicapped  
Students  
JKAB – Discipline of Alternative Interim Education Placements for  
Special Education Students  
JR – Student Records

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| <br><b>TUSD</b><br><i>Tucson Unified School District</i><br>Tucson, Arizona<br><br><b>POLICY REGULATION</b> | REGULATION TITLE: <u>Student Violence Reporting, Investigation, and Discipline of, Bullying, Intimidation and Harassment</u> |
|  | CODE: JICK-R   |

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 engage 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.~~

All students, regardless of their background, are entitled to an educational environment free from harassment and discrimination. In accordance with Policy JICK and this regulation, the District shall appropriately and immediately respond to and stop all conduct that constitutes bully, intimidation and harassment.

**Complaint Procedures**

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 principal or the principal's designee 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.

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Any staff member who becomes aware of or suspects that a student is experiencing bullying shall immediately notify the principal or the principal's designee. Students and employees may initially give verbal-oral notice to the principal or the principal's designee, but District staff shall submit a written report to the principal or the principal's designee within one (1) school day of the verbal-oral report.

**Retaliation is Prohibited**

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

#### **Prompt Investigation and Discipline**

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Investigation of submitted complaints shall be initiated by the principal or the principal's designee as soon as is feasible, but not later than two (2) school days after the initial report. Each investigation will be comprehensive to the extent determined appropriate by the principal or the principal's designee. In investigating the complaint, the principal or the principal's designee will maintain confidentiality to the extent reasonably possible, subject to the restrictions pertaining to disclosure of personally identifiable student information established in the Family Educational Rights and Privacy Act (FERPA).

~~Each investigation will be documented by the principal or the principal's designee. Documentation will be maintained by the District for at least six (6) years. In the event the District must report incidents to persons other than school officials or law enforcement, all individually identifiable information shall be redacted.~~

Should the principal or the principal's designee determine that bullying has occurred, discipline will be administered pursuant to Board Policy JK. Regardless of the outcome of the investigation, the principal or the principal's designee 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.

#### **Dissemination of Information Regarding Bullying**

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The District shall annually communicate information to students and their parents regarding ~~their right to file complaints under Policy JICK~~The Superintendent is responsible for determining the methods of information delivery to employees and students. The Superintendent shall provide to the school principals, supervisors and all other District employees the information necessary to comply with Governing Board Policy JICK. The information related to bullying is to include but not be limited to preventive measures, incident reporting, related support services available (proactive and reactive), student rights, employee responsibilities, and the ramifications of not reporting a bullying incident or suspicion of 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 principal or the principal's designee 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 first (1st) 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.

The principal or the principal's designee is also responsible to ensure information is disseminated to all students who report bullying, including, at the time the incident is reported, a written copy of student rights, protections and support services available to the student; a copy of the report shall also be given to the student's parent(s)/guardian(s).

**Record Retention**

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Each investigation will be documented by the principal or the principal's designee. Documentation will be maintained by the District for at least six (6) years. In the event the District must report incidents to persons other than school officials or law enforcement, all individually identifiable information shall be redacted.

The principal or the principal's designee is responsible for the maintenance of documentation related to bullying.

Adopted: October 5, 2004  
Reviewed: July 15, 2011  
Revised: March 8, 2013 (Friday Report) [revised and re-coded--previously JICFB-R]  
Reviewed:

**Legal Ref:**

**Cross Ref**





### Student Violence, Bullying, Intimidation, Harassment

#### COMPLAINT FORM

(To be filed with any School District employee who will shall forward this document to the principal or principal's designee, the site director and the Charlotte Brown-Dept. of Student Equity)

**Please Print**

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

Address \_\_\_\_\_

Telephone \_\_\_\_\_ During the hours of \_\_\_\_\_

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

Email 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 necessary.

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

| Name | Address | Telephone Number |
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**The projected solution:**

Indicate what you think can and should be done to solve the problem. Be specific as possible.

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

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

Document Received by \_\_\_\_\_ Date \_\_\_\_\_

Investigation Official \_\_\_\_\_ Date \_\_\_\_\_



**PRINCIPAL'S REPORT**

( to be sent to the site director and Charlotte Brown-Dept. of Student Equity)

**Findings:**

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**Determination:**

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**Corrective Action:**

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