

# Hickman County Board of Education

Monitoring:  Review: <b>Annually, in April</b>	Descriptor Term:  <h2 style="text-align: center;">Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying</h2>	Descriptor Code: <h3 style="text-align: center;">6.304</h3>	Issued Date: <h3 style="text-align: center;">07/11/16</h3>
		Rescinds: <h3 style="text-align: center;">6.304</h3>	Issued: <h3 style="text-align: center;">03/04/13</h3>

1 The Hickman County Board of Education has determined that a safe, civil, and supportive environment in school  
 2 is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts  
 3 of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on  
 4 any actual or perceived traits or characteristics, are prohibited.<sup>1</sup>

5 This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover  
 6 employees, employees' behaviors, students and students' behaviors while on school property, at any school-  
 7 sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act  
 8 takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is  
 9 directed specifically at a student or students and has the effect of creating a hostile educational environment or  
 10 otherwise creating a substantial disruption to the education environment or learning process.

11 Building administrators are responsible for educating and training their respective staff and students as to the  
 12 definition and recognition of violations of this policy.

13 **DEFINITIONS**

14 *Bullying/Intimidation/Harassment* - An act that substantially interferes with a student's educational benefits,  
 15 opportunities, or performance, and the act has the effect of:

- 16 • Physically harming a student or damaging a student's property;
- 17 • Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to
- 18 the student's property;
- 19 • Causing emotional distress to a student or students; or
- 20 • Creating a hostile educational environment.

21 Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race,  
 22 nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a  
 23 hostile environment.

24 *Cyber-bullying* - A form of bullying undertaken through the use of electronic devices. Electronic devices include,  
 25 but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging,  
 26 emails, social networking sites, instant messaging, videos, web sites or fake profiles.

27 *Hazing* - An intentional or reckless act by a student or group of students that is directed against any other student(s)  
 28 that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to  
 29 endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not  
 30 encourage, permit, condone or tolerate hazing activities.<sup>3</sup>

1 “Hazing” does not include customary athletic events or similar contest or competitions and is limited to those  
2 actions taken and situations created in connection with initiation into or affiliation with any organization.

### 3 **COMPLAINTS AND INVESTIGATIONS**

4 Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor  
5 or building administrator.<sup>2</sup> All school employees are required to report alleged violations of this policy to the  
6 principal/designee. All other members of the school community, including students, parents, volunteers, and  
7 visitors, are encouraged to report any act that may be a violation of this policy.

8 While reports may be made anonymously, an individual's need for confidentiality must be balanced with  
9 obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to  
10 conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties  
11 and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

12 The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a  
13 complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt  
14 of the report.<sup>4</sup> If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the  
15 director of schools with appropriate documentation detailing the reasons why the investigation was not initiated  
16 within the required timeframe.<sup>4</sup>

17 The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination,  
18 harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district  
19 counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying,  
20 or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed  
21 necessary.<sup>1, 4</sup>

22 The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy,  
23 and such act shall be held to violate this policy when it meets one of the following conditions:

- 24       • It places the student in reasonable fear or harm for the student’s person or property;  
25       • It has a substantially detrimental effect on the student’s physical or mental health;  
26       • It has the effect of substantially interfering with the student’s academic performance; or  
27       • It has the effect of substantially interfering with the student’s ability to participate in or benefit from the  
28       services, activities, or privileges provided by a school.

29 All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from  
30 the receipt of the initial report.<sup>4</sup> If the investigation is not complete or intervention has not taken place within  
31 twenty (20) calendar days, the principal/designee shall provide the director of schools with appropriate  
32 documentation detailing the reasons why the investigation has not been completed or the appropriate  
33 intervention has not taken place.<sup>4</sup>

### 34 **RESPONSE AND PREVENTION**

35 School administrators shall consider the nature and circumstances of the incident, the age of the violator, the  
36 degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly  
37 respond to each situation.

38 A substantiated charge against an employee shall result in disciplinary action up to and including termination. A  
39 substantiated charge against a student may result in corrective or disciplinary action up to and including  
40 suspension.

1 An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights  
2 Coordinator or Director of Schools. Any student disciplined for violation of this policy may appeal the decision  
3 in accordance with disciplinary policies and procedures.

#### 4 **REPORTS**

5 When a complaint is filed alleging a violation of this policy where there is physical harm or the threat  
6 of physical harm to a student or a student's property, the principal/designee of each middle school,  
7 junior high school, or high school shall report the findings and any disciplinary actions taken to the  
8 director of schools and the chair of the board of education.

9 By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying  
10 cases brought to the attention of school officials during the prior academic year. The report shall also  
11 indicate how the cases were resolved and/or the reasons they are still pending. This report shall be  
12 presented to the board of education at its regular July meeting, and it shall be submitted to the state  
13 department of education by August 1.

14 The director of schools shall develop forms and procedures to ensure compliance with the  
15 requirements of this policy and TCA 49-6-1016.

#### 16 **RETALIATION AND FALSE ACCUSATIONS**

17 Retaliation against any person who reports or assists in any investigation of an act alleged in this  
18 policy is prohibited. The consequences and appropriate remedial action for a person who engages in  
19 retaliation shall be determined by the administrator after consideration of the nature, severity, and  
20 circumstances of the act.

21 False accusations accusing another person of having committed an act prohibited under this policy are  
22 prohibited. The consequences and appropriate remedial action for a person found to have falsely  
23 accused another may range from positive behavioral interventions up to and including suspension and  
24 expulsion.

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#### Legal References

1. TCA 49-6-4503
2. 20 USCS §§ 1681 to 1686
3. TCA 49-2-120
4. Public Acts of 2016, Chp. No. 783

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#### Cross References

- Appeals To and Appearances Before the Board 1.608
- Staff-Student Relations 5.610
- Student Complaints and Grievances 6.305
- Discipline Procedures 6.313