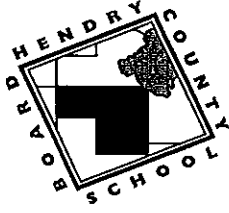


# HENDRY COUNTY SCHOOL DISTRICT



## ***Bullying/Harassment Manual***



## HENDRY COUNTY SCHOOL DISTRICT

### ***School Administrator Bullying Manual***

1. **Procedures for Reporting Bullying/Harassment**
2. **Hendry County School District Bullying and Harassment Policy**
3. **FL Statute 1006.47 Bullying and Harassment Prohibited**
4. **Bullying and Harassment Flow Chart**
5. **Bullying and Harassment Complaint Report Form SSD 00605**
6. **Bullying and Harassment Parent Notification Form SSD 00606**
7. **Bullying and Harassment Investigative Reporting Form SSD 00607**
8. **Bullying and Harassment Witness Statement Form SSD 00608**
9. **Bullying and Harassment Individual Safety Plan Form SSD 00609**
10. **Bullying and Harassment Non-School Related Complaint Referral Form SSD 00610**

## **PROCEDURES FOR REPORTING BULLYING/HARASSMENT**

Individuals may report alleged bullying/harassment incidents in person or anonymously. Individuals who are reporting alleged bullying/harassment acts should complete the Hendry County School District Bullying and Harassment Complaint Report Form SSD 00605. This form is available online at the Hendry County School District website and also should be made readily available at each school office.

Once an incident is reported, the Principal, or his/her designee, must determine if the complaint meets the definition of bullying/harassment. The District Bullying/Harassment Flow Chart is to be used by the Principal or designee to assist in this determination. If it is deemed that the incident is bullying/harassment and school related, an investigation must begin. The investigation must begin within twenty-four hours of receiving the complaint.

If it is determined the incident is an act of bullying/harassment, but *not* school related, the incident should be reported to the appropriate jurisdiction i.e. law enforcement, Division of Family Services, Mental Health, etc. The investigation must document how such notification took place and which agency was contacted if it is a non-school related incident. Documentation for reporting non-school related incidents should be recorded on the Hendry County School District Non-School Related Bullying/Harassment Form SSD 00610.

### **Parent Notification**

Parent or legal guardian of both the victim and accused should be notified the same day the investigation of an incident has been initiated. This notification may be by telephone, email, in person, or writing. Documentation for reporting parent/legal guardian notification should be recorded on the Hendry County School District Bullying/Harassment Parent Notification Form SSD 00606.

### **Investigation**

The Principal, or his/her designee, should initiate an investigation of any reported bullying/harassment complaint with twenty-four hours. As part of the investigative process, the following District forms should be used for documentation purposes:

- Bullying/Harassment Investigative Reporting Form for use by School/District Administrator SSD 00607
- Bullying/Harassment Witness Statement Form SSD 00608
- Bullying/Harassment Individual Safety Plan SSD 00609

The Individual Safety Plan form should be completed after the investigation has been completed and it was determined that a student was bullied/harassed. The form should include action(s) taken to protect the student and provide procedures for keeping parent or legal guardian regularly informed of such action(s) and the progress of the intervention(s).

### **Survey 5: School Report of Data Concerning School Safety and Discipline**

Schools should report bullying/harassment codes using the appropriate codes as noted in the Hendry County Code of Student Conduct, (see page 10 of the Hendry County School District Code of Student Conduct).

***Instruction for Students, Parents or Legal Guardians, and School Staff  
On Identifying, Preventing, and Responding to Bullying/Harassment***

The Principal should document any instructional programs or materials presented at their school site for students and parents/legal guardians on any professional development for school staff that provides information regarding the identification and prevention, as well as how to respond to bullying/harassment. The Principal should also maintain a list of resources that students, parents/legal guardians, and school staff may use to learn more about bullying/harassment prevention.

**HENDRY COUNTY SCHOOL DISTRICT**  
**Bullying and Harassment Policy**

Bullying is systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees, and may involve but is not limited to teasing; social exclusion; threat; intimidation; stalking; including cyber stalking; physical violence; theft; sexual; religious; or racial harassment; public humiliation; and destruction of property.

The Hendry County School Board Bullying/Harassment Policy can be viewed in it's entirety in the [Hendry County School District Policies and Procedures](#).

Forms for reporting Bullying/Harassment may be obtained from any Hendry County School Office or the District website [www.hendry-schools.org](http://www.hendry-schools.org)

Bullying/Harassment may be reported anonymously.

## **FL Statute 1006.47**

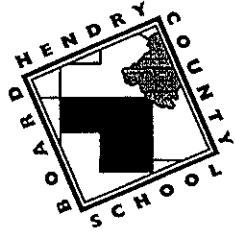
### **Bullying and Harassment Prohibited**

Bullying is systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees, and may involve but is not limited to teasing; social exclusion; threat; intimidation; stalking; including cyber stalking; physical violence; theft; sexual; religious, or racial harassment; public humiliation; and destruction of property.

Bullying, Harassment, Threats and Intimidation constitute a set of aggressive behaviors that seriously disrupt the positive and orderly learning environment in a school. The potential damage to the victim demands intervention by school authorities. These behaviors are addressed in the Code of Conduct: Level One – Disrespect and/or Harassment of Others (102); Level Three – Serious and/or Chronic Harassment – Intimidation (306), and Sexual Harassment (SXH) and Bullying/Harassment (BHA); Level Four – Threat/Intimidation (TRE). The use of telecommunications, or any other electronic media, broadens the scope of the harassment/bullying and increases the severity of the offense. School officials will consider the methods of dissemination and communications in judging the severity of both the offense and the resulting consequences. The origins of these communications may occur outside of school, but they may still impact the school's safe, positive, and orderly learning environment. The school retains jurisdiction over any activity, regardless of origin, when that activity negatively impacts students or the school's learning environment.

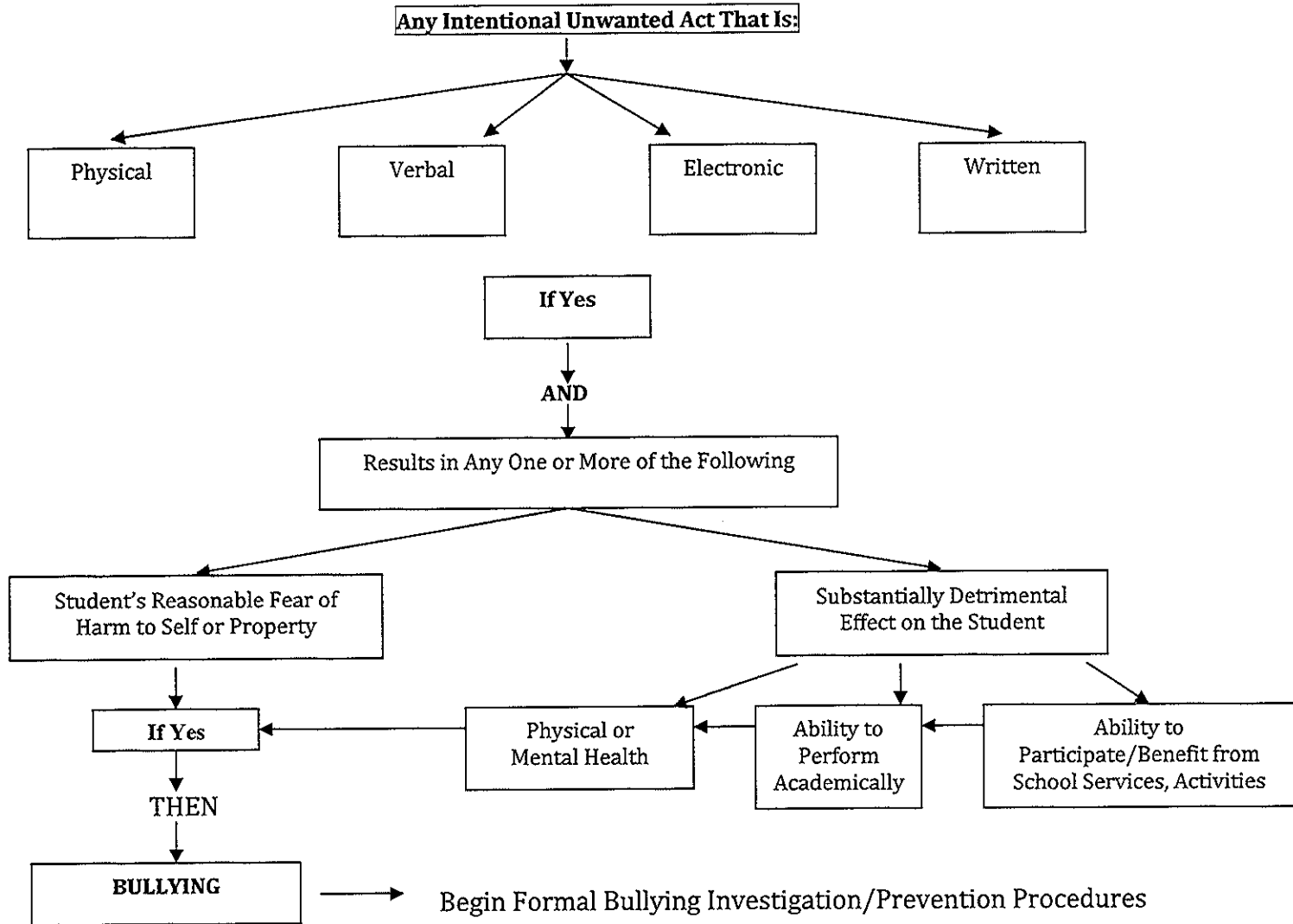
Bullying incidents should be reported to the Principal's Office at the school where the alleged victim is enrolled; the District School Board Offices in either LaBelle or Clewiston. A District Bullying/Harassment Complaint Report Form is available on the Hendry County School District website:

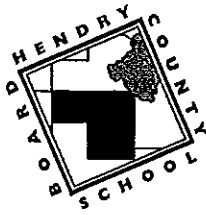
[www.hendry-schools.org](http://www.hendry-schools.org)



# HENDRY COUNTY SCHOOL DISTRICT

## Bullying/Harassment Flow Chart





## HENDRY COUNTY SCHOOL DISTRICT

### Bullying/Harassment Complaint Report Form

Complete this form to report a possible incident of bullying as defined in the Hendry County School District's Policy against Bullying and Harassment. Completed forms should be forwarded to the Principal's Office at the school where the alleged victim is enrolled or the District School Board Office. This report may also be faxed to 863-983-1514.

Bullying is systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees, and may involve but is not limited to teasing; social exclusion; threat; intimidation; stalking; including cyber stalking; physical violence; theft; sexual; religious; or racial harassment; public humiliation; and destruction of property.

**This form may be used to anonymously report an act of bullying/harassment.**

School: \_\_\_\_\_ Today's Date: \_\_\_/\_\_\_/\_\_\_  
 Principal: \_\_\_\_\_

	Sex: M or F	Grade	Age
Victim's Name: (First and Last)			
Accused Name: (First and Last)			
Witness #1: (First and Last)			
Witness #2: (First and Last)			

Date of Incident: \_\_\_/\_\_\_/\_\_\_ Time of Incident: \_\_\_\_\_ a.m. or p.m. Frequency of Incidents: \_\_\_\_\_

A. Where did the incident happen (choose all that apply)?

- On school property
- At a school-sponsored activity or event on school property
- On a school bus
- On the way to or from school
- On an electronically transmitted device (i.e., internet, e-mail, cellular telephone, or wireless)

B. Which statement(s) best describes what happened (choose all that apply)?

- |                                   |   |  |
|-----------------------------------|---|--|
| <input type="checkbox"/> Teasing  | <input type="checkbox"/> Social Exclusion                       | <input type="checkbox"/> Intimidation            |
| <input type="checkbox"/> Stalking | <input type="checkbox"/> Sexual, religious or racial harassment | <input type="checkbox"/> Destruction of Property |
| <input type="checkbox"/> Theft    | <input type="checkbox"/> Spreading False Rumors                 | <input type="checkbox"/> Public Humiliation      |
| <input type="checkbox"/> Threats  | <input type="checkbox"/> Cyberstalking/Cyberbullying            | <input type="checkbox"/> Physical Violence       |



C. Please describe what happened with as much detail as possible (why and how):

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D. Please note any witnesses involved and their role(s):

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E. Note any evidence of bullying (i.e., photos, letter, etc.):

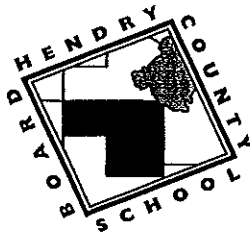
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\_\_\_\_\_  
Name of Person Completing Form (optional)

\_\_\_\_\_  
Grade or Position

*We will investigate within 24 hours. However, if you feel that a student may be in immediate danger, please call the local police/sheriff department, or dial 911.*

FOR OFFICE USE ONLY	
Date Received:	Date of Investigation:
Received By:	Outcome:



## HENDRY COUNTY SCHOOL DISTRICT

### Bullying/Harassment Parent Notification Form

The Parent or legal guardian of all students involved in a complaint of Bullying/Harassment should be notified via telephone, e-mail, personal conference, or in writing on the same day the investigation of the incident has been initiated.

Complete this form to document parental/guardian notification and place in the investigative file of the incident.

Victim's Name _____	Parent/Guardian's Name _____
Accused Name _____	Parent/Guardian's Name _____
Date of Incident _____	
Date Investigation Initiated _____	

<b>How was Victim's Parent/Guardian Notified:</b>  <input type="checkbox"/> Telephone <input type="checkbox"/> E-Mail <input type="checkbox"/> Personal Conference <input type="checkbox"/> Writing <input type="checkbox"/> Other (specify) _____  _____ Date of Notification  _____ <i>Administrator's Signature</i>	<b>How was Accused Parent/Guardian Notified:</b>  <input type="checkbox"/> Telephone <input type="checkbox"/> E-Mail <input type="checkbox"/> Personal Conference <input type="checkbox"/> Writing <input type="checkbox"/> Other (specify) _____  _____ Date of Notification  _____ <i>Administrator's Signature</i>
---	--

**Log of Parental Contact:** List contacts with dates that reflect regular communication with the victim's parent/guardian investigative progress or interventions put in place by the school:

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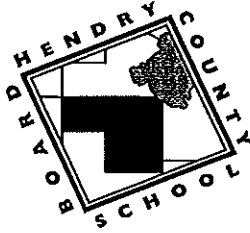
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\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Title



**HENDRY COUNTY SCHOOL DISTRICT**

**Bullying Investigative Reporting Form**

**For Use By School/District Administrators**

<b>Victim Information:</b>	<b>Accused Information:</b>
Name _____	Name _____
School _____	School _____
Grade _____	Grade _____
Name of Administrative Investigator _____	
Date Complaint Received _____	

**Summary of Investigation:**

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**If Bullying Was Determined Describe Action Taken:**

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- **If bullying/harassment is determined, the incident must be added to SESIR with the bullying/harassment code.**

**If Bullying Was NOT Determined Describe Action Taken:**

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1. Date Parent/Guardian of Victim Notified \_\_\_\_\_
  - How Was the Parent Notified \_\_\_\_\_
2. Date Parent/Guardian of Accused Notified \_\_\_\_\_
  - How Was the Parent Notified \_\_\_\_\_

❖ *Parent or legal guardian of all students involved should notify parent/guardian of the students via telephone, e-mail, personal conference, or in writing on the same day the investigation of the incident has been initiated.*

**Note: A maximum of ten (10) school days shall be the limit for the initial filing of bullying/harassment incident and completion of the investigative procedural steps.**

Was the victim referred for counseling?       Yes       No

If yes, how was this done and where was the victim referred:

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If no, explain why victim was not referred for counseling:

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Was the accused referred for counseling?       Yes       No

If yes, how was this done and where was the accused referred:

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If no, explain why accused was not referred for counseling:

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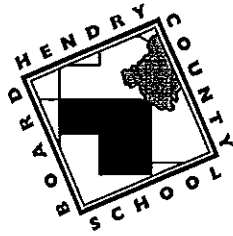
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\_\_\_\_\_  
Investigative Administrator's Signature

\_\_\_\_\_  
Date



**HENDRY COUNTY SCHOOL DISTRICT**

**Bullying Witness Statement Form**

This report **MUST** be completed when there is a witness to an incident of alleged bullying (*for the purpose of this form, bullying encompasses bullying, harassment, and discrimination*).

WITNESS NAME (last, first)	WITNESS TITLE (ex. Parent, Student, or Teacher)	INTERVIEW DATE
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VICTIM NAME (last, first)
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ACCUSED NAME (last, first)
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SCHOOL	INCIDENT DATE
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Describe the location where the incident took place:

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Description of incident witnessed:

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List any other witness names and grades:

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List evidence of bullying (i.e. letters, photos, etc. and attach evidence if possible):

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**I agree that all of the information on this form is accurate and true to the best of my knowledge.**

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Person Receiving Bullying  
Title/School

\_\_\_\_\_  
Date



**HENDRY COUNTY SCHOOL DISTRICT**

**Individual Safety Plan/Bullying Harassment Form**

This form should be completed after a Bullying/Harassment Investigation has been completed and it has been determined that a student was bullied/harassed.

Name of Student Victim \_\_\_\_\_  
School \_\_\_\_\_  
Grade \_\_\_\_\_

Describe below the School's Plan to assist the victim, as well as actions/strategic interventions that will be taken to protect the student:

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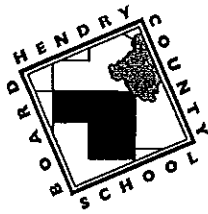
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\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



# HENDRY COUNTY SCHOOL DISTRICT

## Non-School Related Bullying/Harassment Complaint Referral Form

This form should be used and completed by the Principal, or Designee, only if it is determined that Bullying/Harassment has taken place, *but is not school related*.

School: \_\_\_\_\_ Today's Date: \_\_\_/\_\_\_/\_\_\_  
Principal: \_\_\_\_\_

	Sex: M or F	Grade	Age
Victim's Name: (First and Last)			
Accused Name: (First and Last)			

Date of Incident: \_\_\_/\_\_\_/\_\_\_ Time of Incident: \_\_\_\_\_ a.m. or p.m. Frequency of Incidents: \_\_\_\_\_

A. Where did the incident happen (choose all that apply)?

- On school property
- At a school-sponsored activity or event on school property
- On a school bus
- On the way to or from school
- On an electronically transmitted device (i.e., internet, e-mail, cellular telephone, or wireless)

B. Which statement(s) best describes what happened (choose all that apply)?

- Teasing
- Stalking
- Theft
- Threats
- Social Exclusion
- Sexual, religious or racial harassment
- Spreading False Rumors
- Cyberstalking/Cyberbullying
- Intimidation
- Destruction of Property
- Public Humiliation
- Physical Violence

C. What agency was this incident reported to:

D. How was the incident reported to the agency?



Date the incident was reported to the agency \_\_\_\_\_

\_\_\_\_\_  
Principal or Designee Signature

\_\_\_\_\_  
Date

*We will investigate within 24 hours. However, if you feel that a student may be in immediate danger, please call the local police/sheriff department, or dial 911.*

FOR OFFICE USE ONLY	
Date Received:	Date of Investigation:
Received By:	Outcome: