

## Galena U.S.D. #499 Bullying Prevention Plan

### 1. Introduction

The Galena School District has developed a plan to prevent bullying. Bullying is dangerous and disrespectful behavior that will not be permitted or tolerated.

Bullying may involve a range of misconduct that, based on the severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying, as defined below, still may be subject to intervention and/or discipline under another section of the discipline plan or a discipline policy. Some bullying behaviors may require a report to local law enforcement.

### 2. Definition

- (1) “Bullying” means: (A) Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
  - i. Harming a student or staff member, whether physically or mentally;
  - ii. Damaging a student’s or staff member’s property;
  - iii. Placing a student or staff member in reasonable fear of harm to the student or staff member; or
  - iv. Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property; or(B) any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.
- (2) “School vehicle” means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

### **3. District Policy**

The following bullying policy was adopted by the Galena Board of Education at the regular meeting held on November 12, 2007:

**JDDC** **Bullying** (See GAAB, JCE, JGEC, JGECA JDD and EBC) **JDDC**

*The board of education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.*

*The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.*

### **4. Character Development Program**

Each building in the Galena School District will develop a character development program, as a way to encourage anti-bullying behavior, that meets the following requirements:

1. "Character development program" means a program which is secular in nature and which stresses positive character qualities.
2. "Character qualities" means positive character qualities which include, but is not limited to, honesty, responsibility, attentiveness, patience, kindness, respect, self-control, tolerance, cooperation, initiative, patriotism and citizenship.

### **5. Staff Training**

The district will provide bullying training for all staff members each year totaling at least two (2) hours within the teachers contracted school year. All school employees must either attend the provided training session live or watch the official film provided by the district in lieu of attendance, with written proof in the form of signing in at the beginning of the live session, or signing the film in and out. Staff supervision by administrators will include attention to

employee efforts to implement the anti-bullying and character education plans required by board policy.

## **6. Data Collection**

Each building will gather bullying data and report the results to the Board of Education at the end of each school year. The data will be gathered from the following sources:

1. Bullying Discipline Referrals
2. School Climate Surveys

## **7. Reporting**

Students may report any bullying incident to any adult employee of the Galena School District. Once they have received a report from a student, it is the responsibility of the employee to promptly contact the principal of the building and inform him/her of the complaint. A letter box will be placed in a location accessible to all students in each building, so students who feel unable to talk to staff can have a point of contact. Once a report has been made, it is the responsibility of the building principal or his/her designee to investigate the incident, and act according to the policies of the Galena School District.

## **8. Bullying Committee**

Each building shall establish a bullying committee that is responsible for coordinating the school's bullying prevention program. The committee shall include the building principal, one counselor, at least one teacher, a parent, and at least one student.

*FERPA is a federal law designed to protect the confidentiality of student records and the school district must comply with this law, as well as similar state law. When the school administrator contacts a parent about the school district's response to a bullying incident, he/she may discuss information about an investigation, but only to the extent that it may be done without disclosing information about any students other than the student subjected to the bullying.*

*Approved 12/17/07*