



Huron City Schools

Documenting and Reporting Hazing and Bullying (Harassment, Intimidation and Dating Violence) Procedure

Board Policy JFCF – Excerpt: No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying. Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered.

Documenting and Reporting Hazing and Bullying (Harassment, Intimidation and Dating Violence)

Below is our procedure and process for reporting and investigating hazing and bullying (harassment, intimidation and dating violence) behavior within the district. To better communicate and document the procedures and process, we have created three simple steps to Documenting and Reporting Hazing and Bullying (Harassment, Intimidation and Dating Violence) (see below), and three forms to document the complaint and investigation. Forms detail required action and reporting to required parties:

Reporting Hazing and Bullying (Harassment, Intimidation and Dating Violence) Complaint Form.

Select one of the following forms depending on the outcome of the investigation:

- Hazing and Bullying (Harassment, Intimidation and Dating Violence) Form
- Hazing and Bullying (Harassment, Intimidation and Dating Violence) Complaint Investigation Notification Form – Confirmed Incident
- Hazing and Bullying (Harassment, Intimidation and Dating Violence) Complaint Investigation Notification Form – Not Confirmed Incident

Questions and information regarding procedures and Board Policy JFCF or to report possible hazing and bullying (harassment, intimidation and dating violence) can/should be referred to the Superintendent at 419-433-1234, extension 5026, or email Jtatman@huron-city.k12.oh.us

Steps to Documenting and Reporting Hazing and Bullying (Harassment, Intimidation and Dating Violence)

Any hazing and bullying (harassment, intimidation and dating violence) incident reported to building administrators (formal or informal) must be reported as a written complaint on the Huron City Schools Hazing and Bullying (Harassment, Intimidation and Dating Violence) Form.

Building administrators must investigate all reports of hazing and bullying (harassment, intimidation and dating violence). The investigation will determine if the definition of hazing and bullying (harassment, intimidation and dating violence) has been met.* The appropriate box will be checked on the hazing and bullying (harassment, intimidation and dating violence) form and parents/guardians of all students involved will be notified.

Parents/guardians must be notified of the nature of the confirmed hazing and bullying (harassment, intimidation and dating violence) complaints involving their student (perpetrator or victim) via the Hazing and Bullying (Harassment, Intimidation and Dating Violence) Investigation Notification Form. This form needs to be sent along with the Hazing and Bullying (Harassment, Intimidation and Dating Violence) Form to the Superintendent's Office.

Identifying Hazing and Bullying (Harassment, Intimidation and Dating Violence) Three Keys*

Remember that your three keys to identify whether an incident is hazing and bullying (harassment, intimidation and dating violence) or not are: (1) **Intentional act**, (2) **Particular student**, (3) **More than once**.

Hazing and bullying (harassment, intimidation and dating violence) are an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for hazing and bullying (harassment, intimidation and dating violence) by an electronic act may be suspended.