1. **PURPOSE**

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful, and inclusive learning community. This policy will be implemented in conjunction with training of staff, including the education of students in partnership with families and community. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

1. **PROHIBITION**
2. Albany County School District One (the District) is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from harassment, intimidation or bullying. The District prohibits Harassment, Intimidation or Bullying of persons at School.
3. This policy is not intended to prohibit expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors do not rise to the level of harassment, intimidation or bullying but may still be prohibited by other district policies, building, classroom, or other program rules. Some behaviors are simply rude and are characterized by spontaneous, inconsiderate or thoughtless actions or are mean and are normally expressed in anger. However, expressed over time to the same individual or group, it can become Harassment, Intimidation or Bullying.
4. **DEFINITIONS**
5. “Harassment, Intimidation or Bullying” means any intentional gesture, any intentional electronic communication or any intentional written, verbal or physical act initiated, occurring or received at school that a reasonable person under the circumstances should know will have the effect of:
6. Harming a student physically or emotionally, damaging a student’s property or placing a student in reasonable fear of personal harm or property damage;
7. Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the schools; or
8. Creating an intimidating, threatening or abusive educational environment for a student or group of students through sufficiently severe, persistent or pervasive behavior.[[1]](#endnote-1)
9. “Retaliation” means and includes any written, verbal or physical action taken against any person who reports, files a complaint, or participates in an investigation regarding harassment, intimidation or bullying.
10. “School” includes a classroom or other location on school premises, a school bus or other school-related vehicles, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the child[[2]](#endnote-2).
11. “School Official” is a building level administrator (principal or assistant principal) or his/her designee or a central office administrator (assistant superintendent, director, or manager) or his/her designee.
12. **REPORTING PROCEDURES**
13. Incident Reporting

Incidents of Harassment, Intimidation or Bullying may be reported in any of the manners listed below which will start the incident intake and analysis by a School Official:

1. Verbal Reporting: May be made to a School Official, teacher or other employee of the district and needs to be documented on the Incident Report Form (A).
2. Written Report: May be completed and submitted to a School Official, teacher or employee of the district using the Incident Report form which is available at any local school building or can be accessed on the district website— [www.acsd1.org](http://www.acsd1.org);
3. Anonymous Reporting: May be made by contacting 1-800-78-CRIME; or
4. Email Reporting: May be submitted to a School Official, teacher or any employee of the district.
5. Reporting Process and Notifications (Incident Analysis)
6. Reports should address specific facts, conditions, or circumstances reported to have occurred that may constitute Harassment, Intimidation or Bullying.
7. If a report is made to an employee of the district other than a School Official, the district employee shall immediately notify a School Official of the incident reported.
8. School Officials will gather any factual information from the reported incident to ensure completion of Incident Intake and Analysis Worksheet (Form C).
9. All reports of Harassment, Intimidation or Bullying, false reporting, or retaliation for filing a report shall be processed by a School Official.
10. A School Official may inform and notify the person who has been reported by the targeted for Harassment, Intimidation or Bullying and his/her parents or guardians of the nature of the report and the process moving forward.
11. School staff (other than teachers or principals) shall inform the classroom teacher or school principal when they receive a report of Harassment, Intimidation or Bullying. The principal shall keep documentation of all reports and incident analysis relating to Harassment, Intimidation or Bullying. Even if the target refuses to file a report, the School Official must proceed with the process of completing a report and the incident intake and analysis documentation.
12. When the School Official, using the FICA and five-point criterion, has gathered and reviewed all factual information listed on the incident report, written statements and completed the Incident intake and analysis worksheet, the determination is made and noted on form C whether the incident is potentially harassment, intimidation or bullying, or falls into the potentially student misbehavior, conflict or misunderstanding.
13. When incidents are determined to be potentially harassment, intimidation or bullying, the school official will complete the Complaint of Alleged harassment, intimidation or bullying document (form D) and begin the formal investigative process.
14. **INVESTIGATION PROCEDURES**
15. Process for Investigations
    1. Investigations shall be completed using the actions outlined in the Incident Investigation Check List (form E).
    2. When all items have been completed on the Incident Investigation Check List, the School Official will complete the Bullying and Harassment Investigation Summary Report (form F). The School Official may use Form H (Interview Notes and Guidance) to assist with completing Form F.
16. Notification of investigative findings
17. When the investigation is completed the School Official shall compile the results of the investigation using the Investigative Findings Form (F1). Appropriate actions shall be outlined under the guidance provided by district policies and procedures as well as the Interventions/Consequences Form F2.
18. The School Official will notify all parties separately, outlining the results of the investigation using the Final Resolution of Incident(s) document F3:
    * + - 1. Stated Findings may include:

Whether the district plans to take corrective action;

The district does not have adequate evidence to conclude bullying, harassment or intimidations occurred;

The complaint does not meet the definition of bullying, harassment or intimidation; and/or

The complainant made false accusations and/or the complaint contained false accusations.

1. If the School Official determines that bullying, harassment or intimidating has occurred, the School Official shall meet with the student who has bullied, harassed or intimidated and/or his/her parents or guardians to discuss the issues and the meeting will also include a discussion of the corrective actions/consequences which the District intends to impose.
2. Corrective measures, discipline and other actions deemed necessary will be instituted as quickly as possible, and the complainant shall be informed in writing when the investigation is complete. Any action and the type of action that should be taken as a result of the investigation and its findings shall be at the discretion of the district.
3. **CORRECTIVE ACTIONS**
   * + 1. The range of corrective actions for a student who bullies, harasses or intimidates will vary depending on the severity and age level of the student(s) involved. All corrective actions taken shall remain at the full discretion of the district and in accordance with district policy and the district’s student handbook.
       2. A person who is found to have made intentionally false accusations, reports or complaints will face consequences for dishonesty and/or harassment, intimidation or bullying.
4. **COMPLAINT RESOLUTION OR APPEAL**
5. If the Complainant reporter or target does not feel that the alleged reported harassment, intimidation, bullying has been investigated and resolved with satisfaction, the Complainant reporter or target may contact the District Superintendent of Schools at 1948 Grand Ave, Laramie, Wyoming. Phone number (307) 721-4400. The Superintendent shall be provided with a complete copies of the incident reports, written statements, intake and analysis worksheet, complaint documentation, investigation checklist summary and findings forms, intervention/consequences document and final resolution documents~~.~~ The Superintendent shall notify the parties involved of his/her review and any additional information or action taken.
6. If the reporter or target does not feel that the reported incident of Harassment, Intimidation, Bullying has been investigated and resolved to their satisfaction by the Superintendent, the person may file a complaint with the Board of Education in accordance with School Board Policy 7002.
7. **RETALIATION OR REPRISALS**
8. The district will discipline any and all individuals who retaliate against any victim of bullying or any individual(s) that reports, testifies, assists or participates in any investigation(s) regarding, harassment and/or physical/verbal abuse. Individuals who retaliate against person(s) who reports bullying, harassment and/or physical/verbal abuse will also be disciplined by the district. Retaliation is considered a serious violation, independent of whether the underlying complaint is substantiated. The possible consequences for retaliation are the same or more severe for harassment, intimidation or bullying incidents.
9. **COMMUNICATION**
10. Training
11. This policy will be included in district orientation sessions for employees, students and regular volunteers. Staff will be provided information ~~on~~ to recognize and prevent~~ing~~ harassment, intimidation or bullying. Staff shall be fully informed of the complaint processes and their roles and responsibilities under this policy and administrative procedures for addressing harassment, intimidation, and bullying. District administrators will be trained in the processes, procedures and documentation of reports involving harassment, intimidation and bullying by a certified trainer (annually).
12. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation and bullying, and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions which may include parents. The district shall include the information contained in this policy in all printed and electronic versions of the Bylaws and Policies of the Board of Education of Albany County School District No. 1 and in each school’s and district’s student’s handbook. The policy is accessible on the district’s website at [www.acsd1.org](http://www.acsd1.org). Parents will also be provided appropriate materials on the recognition and prevention of harassment, intimidation and bullying including electronically transmitted messages or images.
13. Publicity

This policy will be publicized through its publication in Board policies and School and district handbooks, the district website, through staff training, presentations to students, other customary channels of communication and as otherwise specified herein.

1. Annual Communication: Form G(LEA Annual Bullying Report) can be used to collect and compile data for reporting annually to the Wyoming Department of Education.[[3]](#endnote-3)

**DISCLAIMER AND LIABILITY**

1. This policy shall not be interpreted to prevent a victim from seeking redress pursuant to any other applicable civil or criminal law. This policy does not create or alter any civil cause of action for monetary damages against any person nor shall it constitute grounds for any claim or motion raised by either the state or defendant in any proceedings, and the defense of immunity shall be retained by the district and may be asserted in any action arising under this act.[[4]](#endnote-4)
2. In the event of any ambiguity, this policy should be interpreted in conformity with the Wyoming Safe School Climate Act, W.S. 21-4-311 through 21-4-315.

1. W.S. §21-4-312; [↑](#endnote-ref-1)
2. W.S. §21-4-311 (a)(i)(C)(ii) [↑](#endnote-ref-2)
3. W.S. §21-3-110 (a)(v) [↑](#endnote-ref-3)
4. W.S. §21-4-315

   Cross Reference

   Policy 4024, Title IX, Sex Discrimination and Grievance Process [↑](#endnote-ref-4)