



## **REPORTING BULLYING-RELATED ACTS (INS-P029)**

Clarksville-Montgomery County School System

### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for reporting bullying-related acts, including but not limited to acts based on disability, gender, race, etc., perpetrated on any student, school/district personnel, or volunteer by a student, school/district personnel, or volunteer that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment.

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Principal or Designee
- 2.2 Student
- 2.3 School/District Personnel
- 2.4 Volunteer
- 2.5 Parent

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Academic Officer

### **4.0 DEFINITIONS:**

- 4.1 Harassment, intimidation, and bullying – Any conduct that is sufficiently serious to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the school district and:
- 4.1.1 if the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop that has the effect of:
    - a. physically harming a student or damaging a student's property;
    - b. knowingly placing a student or students in reasonable fear of physical harm to the student(s) or damage to the student's or students' property; or
    - c. causing emotional distress to a student or students' or
    - d. creating a hostile educational environment; or
  - 4.1.2 if the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

To distinguish bullying-related acts from other inappropriate behaviors, CMCSS defines bullying as:

- a. harm occurs through an intentional act; and
- b. a power imbalance exists; and
- c. the accused enjoys carrying out the action; and
- d. the accused repeats the behavior, often in a systematic way; and

## **REPORTING BULLYING-RELATED ACTS (INS-P029)**

Clarksville-Montgomery County School System

---

- e. the target has a sense of being persecuted or oppressed and is hurt physically and/or psychologically.
- 4.2 Cyber-bullying – Bullying that creates a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process. Cyber-bullying includes, but is not limited to, the use of information and communication technologies, such as e-mail, cell phone text or picture messages, instant messaging, and defamatory personal websites, social networking sites, and online personal polling sites – to support deliberate, hostile behavior intended to frighten or harm others.
- 4.3 Hazing – Any intentional or reckless act, on or off school system property, by one student acting alone or with others, directed against any other student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.
- 4.4 Not all inappropriate behaviors are bullying related acts. The CMCSS Code of Conduct will be referenced to distinguish between bullying, harassment, and other forms of inappropriate behaviors (i.e. vulgar and profane language, lewd or lascivious conduct, assault and fighting, disruptive or boisterous conduct).

### **5.0 PROCEDURE:**

- 5.1 Bullying-related acts witnessed by or reported to:
  - 5.1.1 School/District personnel will be immediately reported to the principal or designee.
  - 5.1.2 Students will be immediately reported to a school administrator, teacher, school resource officer, counselor, or other school personnel.
  - 5.1.3 Parents or other stakeholders will be immediately reported to the principal or designee.
- 5.2 School/District personnel who witness or receive report of bullying-related acts complete Incident Report Form (INS-F111) and forward form to principal or designee as soon as possible, preferably no later than the end of the next school day following the initial report.
- 5.3 Principal or designee initiates review within 48 hours after the initial report or Incident Reporting Form (INS-F111) is received unless the need for more time is appropriately documented. The Principal or designee's review will determine if incident is a bullying-related act:
  - 5.3.1 For founded incidents – Full investigation initiated and PowerSchool log entry made under the accused's name and the target's name.
  - 5.3.2 For unfounded incidents – Regular student discipline process initiated and PowerSchool log entry made under the accused's name.



## **REPORTING BULLYING-RELATED ACTS (INS-P029)**

Clarksville-Montgomery County School System

---

- 5.4 As permitted by FERPA, the principal or designee notifies the incident reporter, the alleged target, and the accused, as well as their respective parents/legal guardians, of the findings of the intake analysis.

**NOTE:** Reports of school/district personnel or volunteer allegation of bullying perpetrated on other school/district personnel or volunteer will be reported to administrators to be reported to Human Resources.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 CMCSS Student Code of Conduct ([STS-M001](#))
- 6.2 Bullying and Harassment Incident Reporting Form ([INS-F111](#))
- 6.3 Investigation of Bullying-Related Acts ([INS-P030](#))

### **7.0 RECORD RETENTION TABLE:**

<b><u>Identification</u></b>	<b><u>Storage</u></b>	<b><u>Retention</u></b>	<b><u>Disposition</u></b>	<b><u>Protection</u></b>
Incident Reporting Form (INS-F111)	School Office	3 years	Shred	Locked Office

### **8.0 REVISION HISTORY:**

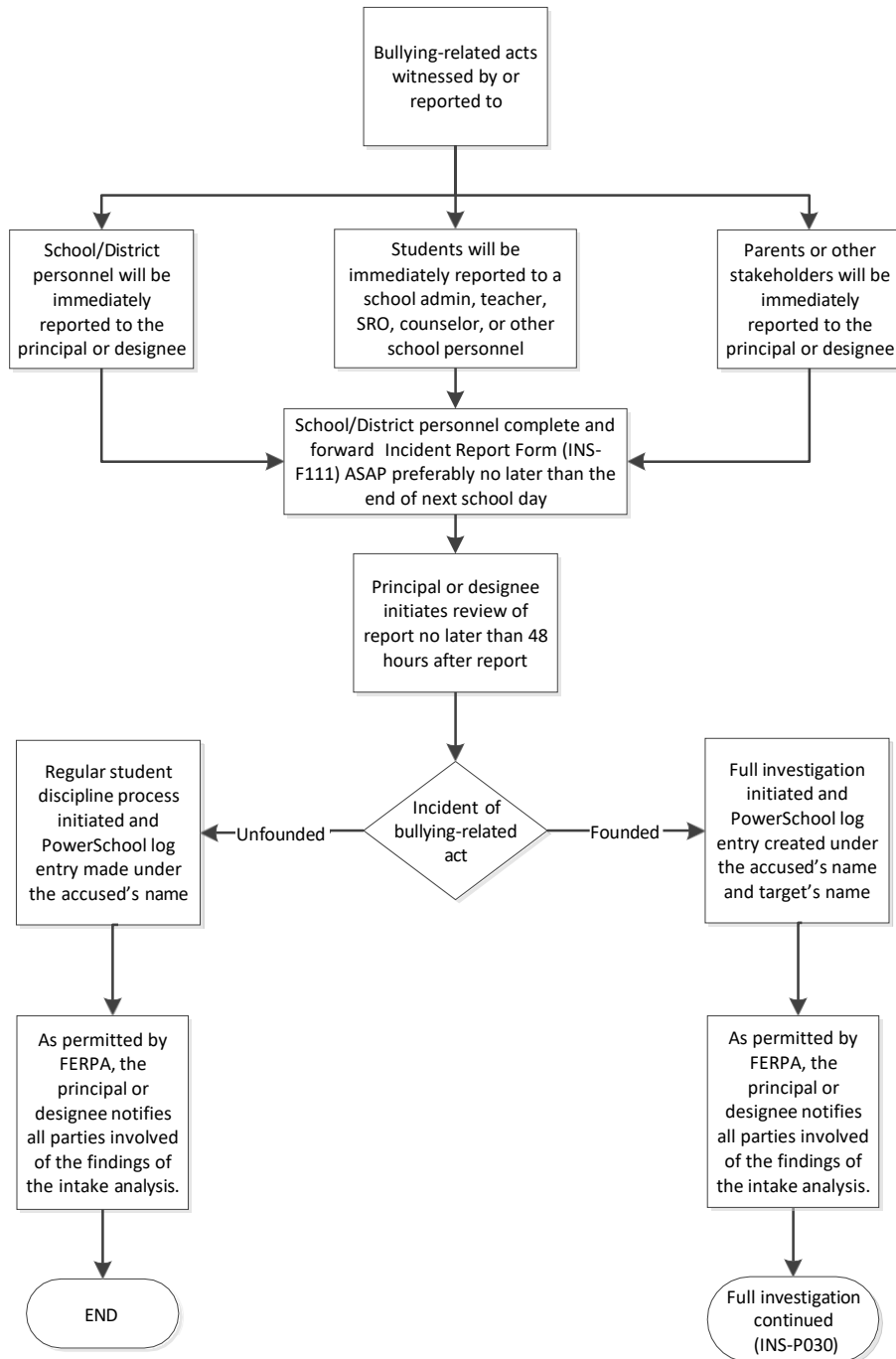
<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
3/18/14	IR	
10/26/16	A	Updated definition. 5.3 changed "next school day" to "48 hours". Updated 5.3, 5.4, and flowchart.
11/3/16	B	Updated flowchart.

### **9.0 FLOWCHART:**

- 9.1 A flowchart detailing this process can be found below.

**REPORTING BULLYING-RELATED ACTS  
(INS-P029)**

Clarksville-Montgomery County School System



**\*\*\* End of Procedure \*\*\***