



BRANDON H. BOBB, *PRINCIPAL*
COURTNEY MILLER, *ASST. PRINCIPAL*
MICHELE THIBODEAUX, *ASST. PRINCIPAL*
ELIZABETH GRADNIGO, *SECRETARY*

Sunset Middle School

236 Churchill St,
Sunset, LA 70584

Phone: 337-662-3194

<https://sunsetelem.slpsb.org>

Sunset Middle School

Policy Against Bullying

Students, parents, teachers, principals and school leaders can all work together to prevent and end bullying.

Bullying is a pattern of:

- written, electronic or verbal communications that threaten harm,
- obscene gestures, taunting or malicious teasing,
- persistent shunning or excluding a student, or
- physical harm, such as hitting, pushing or damaging personal property

Reporting Bullying:

Students and Parents

- Any student who believes that he or she is or has been the victim of bullying, or any student or parent or legal guardian, who witnesses bullying or has good reason to believe bullying is taking place, may report the bullying to a school official.
- A student, or parent or guardian, may also report concerns regarding bullying to a teacher, counselor, other school employee, or to any parent chaperoning or supervising a school function or activity.
- Any report of bullying shall remain confidential.

School Personnel and Chaperones

- Any teacher, counselor, bus driver, or other school employee, whether full or part time, and any parent chaperoning or supervising a school function or activity, who witnesses or who learns of bullying of a student, shall report the incident to a school official. A verbal report shall be submitted by the school employee or parent on the same day as the school employee or parent witnessed or otherwise learned of the bullying incident, and a written report must be filed no later than two days thereafter.

Retaliation

- Retaliation against any person who reports bullying in good faith, who is thought to have reported bullying, who files a complaint, or who otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited conduct and subject to disciplinary action.

False Reports

- Making false reports about bullying to school officials is prohibited conduct and will result in disciplinary action.

Investigation Procedure

- When a report of the bullying of a student by another student is received, the school shall conduct an investigation using the following procedure.
 - Timing-The investigation shall begin the next school day following the day on which the written report was received and shall be completed no later than 10 school days after receipt of the report. If additional information is received after the end of the 10-day period, the school official shall amend all documents and reports to reflect such information.
 - Parental Notification of Allegation of Bullying
 - Upon receiving a report of bullying, the school shall notify the parents or legal guardians of the alleged offender and the alleged victim no later than the following school day.
 - Under no circumstances shall the delivery of this notice to the parent or legal guardian, be the responsibility of an involved student. Delivery of notice by an involved student shall not constitute notice as is required by this Section.
 - Before any student under the age of 18 is interviewed, his parents or legal guardians shall be notified of the allegations made and shall have the opportunity to attend any interviews conducted with their child as part of the investigation. If, after three attempts in a 48-hour period, the parents or legal guardians of a student cannot be reached or do not respond, the student may be interviewed.
 - All meetings with the parents or legal guardians of an alleged victim or an alleged offender shall be in compliance with the following:
 - separate meetings with the parents or legal guardians of the alleged victim and the alleged offender;
 - parents or legal guardians of the alleged victim and alleged offender must be notified of the potential consequences, penalties and counseling options.
 - In any case where a school official is authorized to require a parent or legal guardian of a student under the age of 18 to attend a conference or meeting regarding the student's behavior, and after notice willfully refuses to attend, the principal or designee

shall file a complaint with a court of competent juvenile jurisdiction, pursuant to Children's Code article 730(8) and 731.

- A principal or designee may file a complaint pursuant to Children's Code article 730(1) or any other applicable ground when, in his judgment, doing so is in the best interests of the student.

■ Scope

- The investigation shall include documented interviews by the designated school official of the reporter, the alleged victim, the alleged offender, and any witnesses.
- The school official shall collect and evaluate all facts using the bullying investigation form approved by BESE and available on the DOE website.
- The school official shall obtain copies or photographs of any audio-visual evidence.

■ Documentation. At the conclusion of a bullying investigation, and after meeting with the parents or legal guardians, the school official or school board shall:

- prepare a written report containing the findings of the investigation, including input from students' parents or legal guardians, and the decision by the school official or school system official. The document shall be placed in the school records of both students. If completed entirely, the bullying investigation form may serve as the report;
- promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law;
- keep reports/complaints and investigative reports confidential, except where disclosure is required by law;
- maintain reports/complaints and investigative reports for three years;
- provide a copy of any reports and investigative documents to the LEA, as necessary.

■ Disciplinary Action

- If the school official has determined bullying has occurred, and after meeting with the parents or legal guardians of the students involved, the school official shall take prompt and appropriate disciplinary action against the offender and report criminal conduct to law enforcement, if appropriate.

■ LEA Reporting

- The LEA shall electronically report all such documented incidents of bullying to the DOE using the DOE behavior report and incidence checklist to document the details of each reported incident of bullying.

■ Appeal

- If the school official does not take timely and effective action, the student, parent, or school employee may report the bullying incident to the school board. The school board shall begin an investigation of any properly reported complaint of bullying no later than the next school day after the board receives the report.

- If the school board does not take timely and effective action, the student, parent, or other school employee may report the bullying incident to the DOE. The DOE shall track the number of reports, shall notify the superintendent and the president of the LEA, and shall publish the number of reports by the school district on its website.
- Parental Relief
 - If four or more reports of separate incidents of bullying have been made, and no investigation has occurred, the parent or legal guardian of the alleged victim shall have the option to request that the student be transferred to another school operated by the LEA.
 - In order to exercise this option, the parent or legal guardian shall file a request with the superintendent of the LEA for the transfer of the student to another school under the LEA's jurisdiction.
 - The LEA shall make a seat available at another of its schools within 10 school days of receipt of the request for a transfer. If the LEA has no other school serving the grade level of the student, then within 15 school days of receipt of the request, the superintendent of the LEA shall:
 - inform the student and the student's parents or legal guardians and facilitate the student's enrollment in a statewide virtual school;
 - offer the student placement in a full-time virtual program or virtual school under the jurisdiction of the LEA;
 - enter into a memorandum of understanding with the superintendent of another LEA to secure a placement and provide for the transfer of the student to a school serving the grade level of the student, pursuant to R.S. 17:105 and 105.1.
 - If no seat or other placement is made available within 30 calendar days of the receipt of the request by the superintendent, the parent or legal guardian may request a hearing with the school board, which shall be public or private at the option of the parent or legal guardian. The school board shall grant the hearing at its next scheduled meeting or within 60 calendar days, whichever is sooner.
 - At the end of any school year, the parent or legal guardian may request that the LEA transfer the student back to the original school. The LEA shall make a seat available at the school.