HARASSMENT, INTIMIDATION & BULLYING (HIB)

LRSD Anti-Bullying Procedures for Reporting
The Little Rock School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events or when such actions create a substantial disruption of the educational process. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.
Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.
Individuals who feel they have been harassed, intimidated, or bullied should:

- Communicate to the harasser the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance in communicating with the harasser, the individual should ask a teacher, counselor, or principal to help.

- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should tell a teacher, counselor, principal, or an adult in the building.
Complaint Procedure

- An individual who believes they have been harassed, intimidated, or bullied will notify a teacher, counselor, principal, or an adult in the building.

- The individual will complete the HIB Complaint Form which will be turned over to the investigator.

- The investigator will:
  - Keep the information confidential
  - Give a copy of the Complaint Form to the individual completing the form
  - Ask for evidence of the incident(s)
  - Begin the investigation of the reported incident(s)
Investigation Procedure

- The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser.

- The investigator will maintain consistent communication with the complainant during the investigative process.

- If the allegations are substantiated, the investigator will impose the appropriate disciplinary sanctions.

- The School Based Intervention Team will be notified and both parties will have interventions to prevent similar actions.

- Follow up with both parties to ensure the incident(s) do not reoccur and/or there is no retaliation.

- The School Based Anti-Bullying Advisory Committee will review the results of the investigation and forward the information to the District Wide Anti-Bullying Advisory Committee for review and documentation.
LRSD Anti-Bullying Reporting Procedures Flow Chart

1. **Report to Adult & Administration**
   
   Upon Receipt of Report, Contact Parent Immediately & Document Date on (HIB)

2. **Complete Harassment/Intimidation/Bullying (HIB) Form Electronically**

3. **Provide Copy to Complainant**
LRSD Anti-Bullying Reporting Procedures Flow Chart

Provide Preliminary Interventions, If Needed
Document interventions, make parent contact, and share documented interventions (HIB)

Begin Investigation
Maintain documented communication with victim and parent during this process (HIB)

Determination of Investigation
LRSD Anti-Bullying Reporting Procedures Flow Chart

1. Impose Sanction, If Applicable
2. Notify Complainant and Parent of Outcome
3. Post-Interventions & Mediation
   (Restorative Process)
LRSD Anti-Bullying Reporting Procedures Flow Chart

Follow-up to Ensure No Reoccurrence or Retaliation

School Based Anti-Bullying Advisory Committee Review

District-Level Anti-Bullying Advisory Committee

*** Parents are Contacted and Interventions are Documented in ALL Steps
As a Little Rock School District Employee, I understand that it is my obligation to adhere to every step of the Harassment, Intimidation and Bullying reporting procedures.
The Results

Your compliance with honoring this directive will ensure student access to a safe and orderly climate that is conducive to learning and improved student achievement.