

Ballard Community School District  
Bullying/Harassment Safety Plan

*This is to be used in the event of a formal complaint and investigation of a bullying/harassment complaint as well as revisited after the investigation is complete.*

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Grade: \_\_\_\_\_ Classroom/Advisory Teacher: \_\_\_\_\_

Plan Start Date: \_\_\_\_\_ Proposed ending/revision date: \_\_\_\_\_

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All School/Staff

- All necessary staff will be apprised of this safety plan and will make every effort to implement it successfully. \_\_\_\_\_ (initials of administrator)
- Any school staff who witness or otherwise made aware of any harassing intimidating or bullying behavior on the part of the student will intervene immediately and will report such behavior to the principal.

**Roles and Responsibilities--** *Please have identified individuals initial next to their role to signify awareness and understanding of their role(s). If statement needs to be amended to fit the situation, administrator will do so and initial and date the change.*

- Student is not to have contact with targeted student in anyway way. Student is to not speak to targeted student, interact with targeted student, make derogatory, insulting or threatening remarks in the targeted student's presence, display any insulting gestures, contact or reference targeted student using social media or engage or direct other students to harass or bully targeted student. Student is not to intimidate, bully, or harass targeted student in any capacity.
- If bullying/harassing behavior occurred prior to the start of the school day, when student arrives in the building, he or she will report immediately to the main office. Student will not leave main office until the assigned adult escort arrives. \_\_\_\_\_ will serve as the adult escort. \_\_\_\_\_ initials
- \_\_\_\_\_, the classroom teacher, will keep the targeted student and the student engaged in bullying/harassing behavior separated in the classroom and during class activities. **Any and all incidents of harassment/bullying/intimidation/retaliation will immediately be addressed and then reported to the designated bullying investigator. \*If target and student engaged in bullying/harassing behavior have multiple classes together, all teaching staff associated with the class will be added onto a separate, attached sheet and given the same responsibility to separate students, address any problematic behavior and report immediately.** \_\_\_\_\_ initials
- \*Classroom teachers will keep the targeted student and the student engaged in bullying/harassing behavior separated in the classroom during class activities. **Teachers will immediately intervene, address and report any and all incidents of harassment/bullying/intimidation/retaliation to the designated bullying investigator.** \_\_\_\_\_ initials
- If bullying/harassment behavior occurred during passing period, students engaged in bullying/harassment behavior is now on an alternate passing until the safety plan ends. \_\_\_\_\_ will escort the student engaged in bullying/harassing behavior from class to class. Student will not exit the class until the adult escort has arrived. **Any bullying, intimidation, harassment, and or retaliation will be addressed immediately and reported to the administration as soon as possible.** \_\_\_\_\_ initials
- Appropriate staff will be advised of the student safety plan, visible in the hallways and monitoring the student engaged in bullying/harassing behavior at all times. **Any bullying, intimidation, harassment and/or retaliation will be addressed immediately and reported to the administration as soon as possible.** \_\_\_\_\_ initials

- If bullying/harassing behavior occurred during recess, \_\_\_\_\_ is designated as the student's recess monitor and will be visible and vigilantly monitoring the student's conduct during recess. Any bullying, intimidation, harassment and/or retaliation will be addressed immediately and reported to the administration as soon as possible. \_\_\_\_\_ initials
- If bullying/harassing behavior occurred during lunch, \_\_\_\_\_ is designated as the student's lunch monitor and will be visible and vigilantly monitoring the student's conduct during lunch. Any bullying, intimidation, harassment and/or retaliation will be addressed immediately and reported to the administration as soon as possible. \_\_\_\_\_ initials
- If bullying/harassing behavior occurred during physical education or in the locker room before or after class, \_\_\_\_\_ is designated as the student's monitor and will be visible and vigilantly monitoring the student's conduct during class and in locker room. Any bullying, intimidation, harassment and/or retaliation will be addressed immediately and reported to the administration as soon as possible. \_\_\_\_\_ initials
- If bullying/harassing behavior occurred during extra curricular activities, \_\_\_\_\_ is designated as the student's extra curricular monitor and will be visible and vigilantly monitoring the student's conduct. Any bullying, intimidation, harassment and/or retaliation will be addressed immediately and reported to the administration as soon as possible. \_\_\_\_\_ initials
- If bullying/harassing behavior occurred on the bus either before or after school, the student will have an assigned seat on the bus, closest to the bus driver. The bus driver will be instructed to separate the student engaged in bullying/harassing behavior and the targeted student, intervene immediately and to report any bus incidents immediately to either the building principal or dispatch, who will then report the incidents to the building principal. Any bullying, intimidation harassment and/or retaliation will be addressed immediately and reported to the administration as soon as possible. \_\_\_\_\_ initials
- If the student walks home and has engaged in bullying/harassing behavior on the way home, student will receive a 15 minute after school detention until the plan expires. \_\_\_\_\_ initials
- The school will immediately report any incidents of bullying harassment, intimidation and/or retaliation to the student's parents/legal guardians. \_\_\_\_\_ initials.

This plan is in place from \_\_\_\_\_ through \_\_\_\_\_, at which time it will be reviewed, revised or continued if necessary.

Any violation of the safety plan will result in more severe disciplinary action, up to and including dismissal, removal or expulsion. We are aware of the expectations of the safety plan as stated above.

\_\_\_\_\_

*Student*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Parent/Guardian*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Administrator (Principal and/or Title IX Coordinator)*

\_\_\_\_\_

*Date*