

Chung Yuan Christian University Campus Bullying Prevention Implementation Plan

Approved by the Student Affairs Office Meeting No.109-2-1 on February 2nd, 2021

Amended by the Student Affairs Office Meeting No.110-1-1 on August 17th, 2021

Amended by the Student Affairs Office Meeting No.110-2-1 on March 1st, 2022

Article 1. This plan is formulated in accordance with the Ministry of Education's "Basic Education Act," "Campus Bullying Prevention Guidelines," and "Campus Safety Implementation Guidelines."

Article 2. Purpose:

In view of the serious impact of campus bullying incidents on the physical and mental health of both the parties involved and bystanders, this plan aims to establish effective prevention mechanisms and improve the handling of related issues to prevent campus bullying incidents.

Article 3. Campus Safety Planning:

To prevent campus bullying, the University shall apply the provisions of Article 3 of the "Chung Yuan Christian University Campus Sexual Assault, Sexual Harassment, or Sexual Bullying Prevention and Handling Implementation Guidelines" and include dangerous spaces for campus bullying in campus safety planning.

Article 4. Precautions for On-Campus and Off-Campus Teaching and Interpersonal Interactions:

1. The University principal, teachers, staff, workers, and students (hereinafter referred to as faculty, staff, and students) shall demonstrate helpfulness and mutual respect during on-campus and off-campus teaching activities, job execution, and interpersonal interactions. Campus bullying prevention should be handled collaboratively among classmates, teachers and students, parents and teachers, faculty and staff, between classes, and between schools.
2. Relevant in-service training activities or combined with university meetings, mentor meetings, or teacher training sessions should be conducted to strengthen the awareness and knowledge of faculty, staff, and students in preventing campus bullying and avoid bullying incidents caused by their own behavior.
3. The University principal, teachers, staff, and workers should use positive guidance and discipline methods to inspire students' sense of justice, honor, mutual help, care, and empathy among peers to eliminate campus bullying behavior.
4. The University principal, teachers, staff, and workers should proactively care for, perceive, and assess the interpersonal interactions among students and provide counseling as needed. If necessary, refer to the Campus Bullying Response Team for confirmation.
5. Faculty, staff, and students should have awareness of campus bullying prevention, avoid causing bullying incidents due to their own behavior, or improperly affect the work of campus bullying prevention.

Article 5. Definitions:

1. **Bullying:** Refers to continuous verbal, written, pictorial, symbolic, physical actions, electronic communications, internet, or other means by individuals or groups to intentionally demean, exclude, bully, harass, or tease others, causing them to be in a hostile or unfriendly environment, resulting in mental, physical, or property damage, or affecting normal learning activities.
2. **Campus Bullying:** Refers to bullying behavior by the principal, faculty, staff, and students of the same or different schools towards students, occurring on or off-campus.
3. The aforementioned bullying, if it constitutes sexual bullying as defined in Article 2, Paragraph 5 of the Gender Equity Education Act, shall be handled in accordance with the provisions of that Act.

Article 6. Implementation Targets: All faculty, staff, and students of the University.

Article 7. Implementation Strategies (Three-Level Prevention):

1. **Primary Prevention (Education and Advocacy):**
Primary Prevention shall focus on students' education in law, ethics, human rights, life, and gender equality to cultivate students' respect for others and friendly attitudes. Through comprehensive advocacy materials, conduct training activities for school personnel, strengthen class management by mentors, and enhance the recognition and handling abilities of administrative personnel, teachers, and students regarding bullying behavior.
2. **Secondary Prevention (Detection and Handling):**
Secondary Prevention shall coordinate with the local police precinct to sign the "Campus Safety Support Agreement" to strengthen the police support network. Expand the implementation of both named and anonymous campus life surveys to thoroughly investigate and provide counseling for reported cases. In the event of a dispute, promptly determine whether it is an isolated incident or a bullying case. Follow the campus bullying incident handling procedures (see Campus Bullying Incident Handling Flowchart in Appendix 1 and Operational Procedures in Appendix 1-1), adhering to the three stages of "Identification," "Handling," and "Follow-up." Establish an on-campus "Anti-Bullying Response Team," chaired by the principal (or delegated to the Dean of Student Affairs if the principal assigns otherwise).
3. **Tertiary Prevention (Counseling Intervention):**
Tertiary Prevention shall activate the counseling mechanism, actively intervene in the counseling of bullying, bullied, and bystander students, and, if necessary, involve professional psychological counselors for assistance. Conduct long-term follow-up observations to correct students' deviant behavior. If bullying behavior has resulted in harm and is a serious case, immediately report to the police and social affairs units for coordination and provide legal consultation to protect the

rights of the parties involved and their legal representatives. If necessary, refer the case to professional counseling and correction.

Article 8. Execution Items:

1. Education and Advocacy:

- (1) All teaching and administrative units should strengthen the implementation of legal education, moral education, human rights education, life education, and gender equity education for students, thereby laying a solid foundation for preventing campus bullying.
 - i. Develop various teaching materials and enrich advocacy materials to facilitate education implementation.
 - ii. Integrate legal education, moral education, human rights education, life education, and gender equity education into various subject areas and curricula. Additionally, incorporate opportunistic education related to significant events into relevant courses as appropriate.
 - iii. Collaborate with private, public welfare organizations, and communities to conduct diverse and lively educational advocacy activities to deepen students' education in law, ethics, human rights, life, and gender equality.
 - iv. Organize workshops on legal education, moral education, human rights education, life education, and gender equity education for teachers to enhance their professional knowledge and skills.
 - v. Establish a legal consultation service desk to provide teachers and students with assistance in resolving legal issues.
- (2) Integrate anti-bullying, anti-drug, and anti-gang awareness campaigns into activities such as Campus Safety Week, college assemblies, and department chair meetings.
- (3) Conduct campus bullying prevention awareness sessions during homeroom teacher meetings or teacher training workshops each semester to enhance educators' knowledge and ability to prevent and identify bullying.
- (4) Establish a "Campus Bullying Prevention and Response Team" comprising representatives of scholars and experts, teachers, student affairs staff, parents, student council members, and counselors. The team composition is detailed in Appendix 2.
- (5) Collaborate with community resources to jointly prevent illegal activities and ensure students' safety off-campus.

2. Discovery and Handling

- (1) The school has set up a 24-hour anti-bullying hotline (03-2657777) in collaboration with the Campus Safety Center. The on-duty campus safety officer will immediately handle reports of campus bullying incidents and activate the anti-bullying mechanism for processing.

- (2) An electronic complaint mailbox (<https://oosa.cycu.edu.tw/>) and an anti-bullying webpage have been established to allow students and parents to submit complaints and receive relevant information and regulations. In case of a complaint, the homeroom teacher, officer, and counseling center will assign specific personnel to handle and provide counseling.
 - (3) If any school staff or students become aware of a campus bullying incident, they must immediately report it to the Campus Safety Center in writing or through other communication methods. The Campus Safety Center staff will report it to the Ministry of Education's Campus Safety Center as required, no later than 24 hours. Except when investigation is necessary, based on public interest, or required by law, the identities or other identifiable information of the perpetrator, the victim (hereinafter referred to as the parties involved), the complainant, witnesses, and those assisting in the investigation must be kept confidential.
 - (4) When bullying cases occur, student affairs staff (including officers) and teachers should proactively contact the student's parents to assist in the matter.
3. Case Acceptance, Investigation, and Remediation Procedures:
- (1) Case Acceptance
 - i. The victim of a suspected campus bullying incident or their legal guardian (hereinafter referred to as the applicant) may apply for an investigation at the school where the perpetrator was enrolled at the time the incident occurred (hereinafter referred to as the investigative school). Anyone who becomes aware of the incident may report it to the school following the prescribed procedure. Additionally, if the school becomes aware of the incident through reports, notifications, or complaints from mass media, law enforcement agencies, or medical or health welfare institutions, it shall be treated as a report.
 - ii. The applicant or complainant in a campus bullying incident may request an investigation or file a complaint verbally, in writing, or via email. If the request is made verbally or via email, the school must create a record, read or show it to the applicant or complainant to confirm its accuracy, and then have them sign or stamp the document. If the applicant or complainant does not provide their real name, the school may choose not to process the request, except when the school is already aware of the bullying incident. The written record or records made based on verbal or email reports should include the following information:
 - (i) The name, contact phone number, and the date of the investigation request of the applicant or complainant.
 - (ii) If the applicant is requesting an investigation, they should specify the school and class of the victim.

- (iii) If the applicant authorizes an agent to request the investigation on their behalf, a power of attorney should be provided, including the names and contact phone numbers of both the applicant and the authorized person.
 - (iv) The details of the facts for which the investigation or complaint is being filed, and any relevant evidence should also be recorded or attached.
- iii. Upon receiving a request for an investigation or complaint, the school should first determine whether it is the investigative school. If a non-investigative school receives a request for an investigation or complaint and is aware of a suspected campus bullying incident, it must, in addition to reporting as required, transfer the case to the investigative school for handling within three working days and notify the parties involved.
- iv. If the parties involved belong to different schools, the school that first receives the request for investigation or complaint will be responsible for the investigation, and the relevant schools should send representatives to participate in the investigation. If the perpetrator is no longer a staff member or student of the investigative school or any participating school, the investigative school must notify the perpetrator's current school in writing to send representatives to participate in the investigation. The notified school may not refuse.
- v. Upon receiving a request for an investigation or complaint, the investigative school must notify the applicant or complainant in writing within 20 days whether the request will be accepted.
- vi. If any of the following conditions are present when the investigative school receives a request for an investigation or complaint, it should not accept the case:
 - (i) The matter is not covered by these guidelines.
 - (ii) The content is not specific or the applicant or complainant does not provide their real name.
 - (iii) The same incident has already been resolved.
- vii. A written notice of non-acceptance should state the reasons. If necessary, a committee of at least three members appointed by the Anti-Bullying Response Team may be formed to determine the matter.
- viii. If the applicant or complainant does not receive a notification within the period specified in the first paragraph of the previous article, or if they receive a notice of non-acceptance, they may, within 20 days from the day after receiving the non-acceptance notice, submit a written appeal with reasons to the school. Only one appeal per case is allowed. Upon receiving the appeal, the school should refer the case to the Anti-Bullying Response Team for re-evaluation of whether it should be accepted. The school must notify the appellant in writing of the appeal outcome within 20 days. If the

appeal is accepted, the Anti-Bullying Response Team should investigate and handle the case according to these guidelines.

(2) Case Investigating:

- i. Upon receiving a request for investigation or complaint, the school should convene a meeting of the Anti-Bullying Response Team within three working days to initiate the investigation and handling process.
- ii. When investigating and handling campus bullying incidents, the school should proceed as follows:
 - (iv) During the investigation, both parties should be given the opportunity to present their statements. If either party is a minor, their legal guardian may accompany them.
 - (v) Avoid direct confrontation between the perpetrator and the victim. However, if necessary for educational or counseling purposes, and with the consent of both parties and their legal guardians, and where there is no power or status imbalance, this limitation does not apply.
 - (vi) The complainant and witnesses should not be confronted with the parties involved. However, if both parties and their legal guardians consent, and there is no power or status imbalance, this limitation does not apply.
 - (vii) The school may, within the scope of confidentiality, create additional written materials for the parties involved or those invited to assist in the investigation to review or to provide the main points.
 - (viii) The school must keep confidential the names and other identifying information of the parties involved, the complainant, witnesses, and those assisting in the investigation. However, this confidentiality does not apply if disclosure is necessary for the investigation or based on public interest.
 - (ix) If the applicant withdraws the request for an investigation, in order to clarify relevant legal responsibilities, the investigative school may, by decision of the Anti-Bullying Response Team or upon request from the perpetrator, continue the investigation. If the competent authority deems the case significant, it must instruct the school to continue the investigation.
- iii. All personnel involved in investigating and handling campus bullying incidents at the school are required to maintain confidentiality as stipulated in the previous paragraph. If any person with a confidentiality obligation discloses information, they should be penalized according to the Criminal Code or other relevant regulations. The school or relevant authorities must keep original documents containing the names of the parties involved, the complainant, witnesses, and those assisting in the investigation sealed, and

these documents should not be made available for viewing or provided to any parties other than law enforcement or judicial authorities. However, this does not apply if otherwise stipulated by law. For documents created outside of the original documents, the names and other identifying information of the parties involved, the complainant, witnesses, and those assisting in the investigation must be deleted and replaced with codes.

- iv. The investigation and handling by the Anti-Bullying Response Team is not affected by whether the incident is being processed through judicial procedures or the outcome of such proceedings. The investigation procedure will not be suspended if the perpetrator loses their original status.
- v. The perpetrator and their legal guardian, the complainant, and witnesses should cooperate with the school's investigation and handling procedures. If the victim refuses to cooperate during the investigation, the school should provide necessary counseling or assistance. If the victim refuses the counseling or assistance, the competent authority should actively assist the school in handling the situation based on the actual circumstances.
- vi. The school must complete the investigation of a suspected campus bullying incident within two months from the day after accepting the request for investigation, complaint, or transfer. If necessary, the deadline may be extended up to two times, each extension not exceeding one month, and the applicant and perpetrator should be notified. After the investigation is completed, the Anti-Bullying Response Team should submit the investigation report and recommendations in writing to the school. The school must, within two months of receiving the investigation report, either handle the matter itself or transfer it to the relevant authorities for processing according to relevant laws, regulations, or school rules, and must notify the applicant, complainant, and perpetrator in writing of the findings and reasons for the decision.

(3) Relief Procedures:

When the school notifies the applicant and the perpetrator of the outcome in writing, it should also provide the investigation report and inform them of the procedure and deadline for filing an appeal if they are dissatisfied with the decision.

If the applicant or perpetrator is dissatisfied with the school's investigation and handling results, they may, within 20 days from the day after receiving the written notice, submit a written appeal with reasons to the school. If the appeal is made verbally, the school should create a record, read it to the applicant or perpetrator, or show it to them for review, confirm the accuracy of the content, and have them sign or stamp the document.

The appeal mentioned in the previous paragraph is limited to one submission, and will be processed according to the following procedure:

- i. After accepting the appeal, the school should immediately form a review panel and make a decision with reasons within thirty days, notifying the appellant of the outcome in writing.
- ii. The review panel should include relevant experts and scholars in the field of campus bullying prevention, legal professionals, or practitioners.
- iii. Members of the original Anti-Bullying Response Team should not serve as members of the review panel.
- iv. The review panel should elect a convener from among its members, who will preside over the meeting.
- v. During the review meeting, the appellant may be given an opportunity to present their views if necessary, and members of the original Anti-Bullying Response Team may be invited to attend and provide explanations.
- vi. If the appeal is found to be valid, the school should make a new decision.
- vii. Before the appeal decision is delivered to the appellant, the appellant may withdraw the appeal according to the provisions in the previous paragraph.

(4) Protection Measures:

- i. To protect the learning rights, right to education, right to bodily autonomy, right to personal development, and other rights of both the applicants and perpetrators involved in campus bullying incidents, the school, after approval by the Anti-Bullying Response Team, may take the following measures and report them to the Ministry of Education for reference:
 - (i) Flexible handling of the applicant's and perpetrator's attendance records or academic evaluations, and actively assist them with their coursework, teaching, or work, without being restricted by leave, student performance evaluations, or other related regulations.
 - (ii) Respect the wishes of the victim to minimize opportunities for interaction between the parties involved; in severe cases, isolation or individual teaching and counseling may be provided.
 - (iii) Prevent retaliatory actions by the perpetrator or other related individuals.
 - (iv) Prevent, reduce, or eliminate the possibility of the perpetrator reoffending.
 - (v) Other necessary measures.

(5) Counseling Intervention:

- i. If a suspected bullying case occurs among students, and the Campus Bullying Response Team confirms that it meets the criteria for bullying, in addition to reporting through the campus security reporting system, a counseling team shall be established immediately. The team members may

include mentors, student affairs personnel (department security officers), counseling center personnel, parents, or social workers as needed to strengthen counseling. The counseling team shall develop a counseling plan for the bully, the bullied, and bystanders, clearly listing the counseling content, division of labor, and schedule, and keep records for future reference (see Attachment 3 for the campus bullying case counseling record form).

- ii. If the bullying behavior is a serious case, immediately report to the police and social affairs units for coordination.
- iii. After counseling evaluation, if the student's deviant behavior cannot be changed, refer them to professional counseling, medical institutions for correction, treatment, or counseling, or request social welfare agencies for assistance. If necessary, the counseling team shall conduct counseling again.
- iv. Combine the Student Affairs Office's Life Counseling Group, the Counseling Center, and local counseling resource centers to provide necessary anti-bullying counseling and consultation services (see Attachment 4 for the legal consultation service hotlines of various county and city governments).

Article 9. Funding:

1. Allocate relevant budgets for "student counseling funds" annually and, if necessary, allocate funds from the school's budget to fully promote the various tasks of this plan.
2. Each teaching and administrative unit may allocate special project funds to implement this plan.

Article 10. General Provisions:

1. Each unit shall plan and implement educational and advocacy activities based on this plan and in conjunction with special project advocacy activities, using lively and diverse activities to establish correct awareness among faculty, staff, and students.
2. The specific division of labor measures for campus bullying prevention at the University are shown in Attachment 5, the legal responsibilities related to campus bullying incidents are shown in Attachment 6, and the campus life questionnaire (Chinese version is shown in Attachment 7, English version is shown in Attachment 8).
3. Other supporting measures:
 - (1) In implementation, emphasis should be placed on hierarchical handling, so that personnel at all levels understand their responsibilities and obligations.
 - (2) In reporting, in addition to focusing on timeliness and accuracy, measures should also be taken to prevent data leakage in order to protect the privacy of the parties involved.

Article 11. This plan will be supplemented or revised as necessary for any matters not covered herein.

Article 12. This plan shall be implemented after approved by the Student Affairs Office Meeting and ratification by the President. Amendments shall follow the same procedure.

The Procedures of handling Campus Bullying Incident

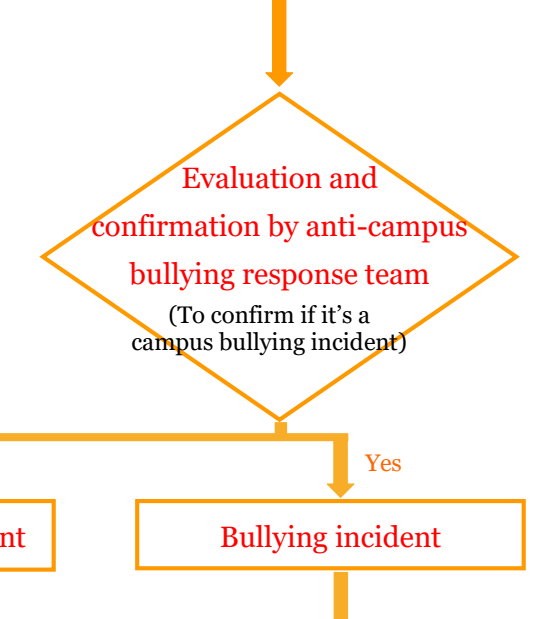
1st step: Discovering period

Initiating the Reporting, Investigation, and Handling Procedures:

1. The victim or their legal guardian applies for an investigation.
2. The teacher, subject teacher, or other school staff (based on regular observation, campus life surveys, or other methods) who become aware of the situation should immediately report it to the principal or student affairs office.
3. Reports from students, the public, media coverage, or notifications from law enforcement, medical, or health welfare agencies.
4. None of aforementioned people or authorities.

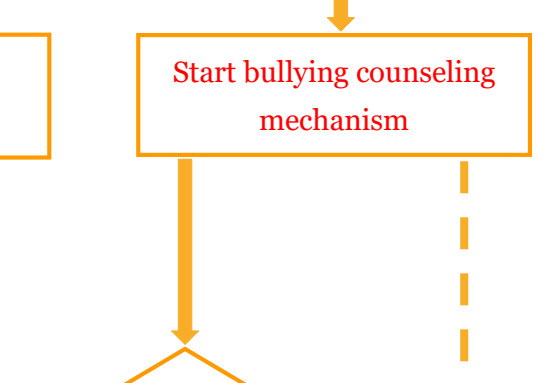


2nd step: Handling period

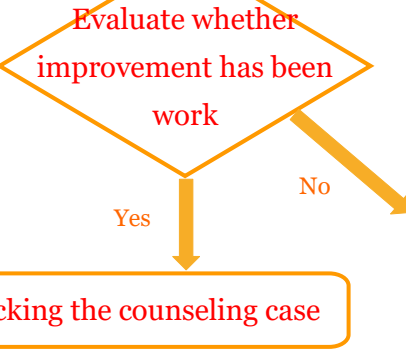


3rd step: Tracking period

Handle this case as a general incident, with the mentoring teacher and instructor providing guidance and resolving disputes.



Continuous counseling and care will be provided by the relevant personnel.



1. The "Anti-Bullying Response Team" is convened by the principal and includes representatives from homeroom teachers, student affairs staff, counseling personnel, parents, scholars and experts, and student representatives. During meetings, professional counselors, gender equality committee members, legal professionals, law enforcement, health welfare, and justice agency representatives may be invited as needed.
2. Consider the (initial evaluation) opinions of the homeroom teacher or subject teacher.
3. The investigation, handling, and assessment of campus bullying incidents (where students, individually or collectively, continuously engage in behaviors such as verbal, written, pictorial, symbolic, physical actions, or other methods to directly or indirectly degrade, exclude, bully, harass, or tease others, creating a hostile or unfriendly campus learning environment, or causing harm to others mentally, physically, or financially, or affecting the normal conduct of learning activities).
4. In cases of serious campus bullying, the school should immediately request assistance from law enforcement, social services, or prosecutorial agencies, and handle the situation according to the law.
5. The school should hold a meeting within three days of receiving an application, report, or notification, and complete the handling within two months.
6. The school will notify the applicant and the perpetrator in writing of the investigation report and handling results, and inform them of the procedures and deadlines for appeal if they disagree.
7. After completing the investigation and handling, the school will submit the handling details, investigation report, and meeting records to the relevant supervisory authorities.

A counseling team will be established in accordance with the school's "Guidelines for Counseling Students with Severe Behavioral Deviations" to implement a three-month counseling program.

1. Refer the case to professional counseling or medical institutions for correction, treatment, or counseling, or request assistance from social welfare agencies.
2. If necessary, the counseling team will provide further counseling.

Chung Yuan Christian University Campus Bullying Incident Handling Procedure

Period	Relevant Unit	Operational Procedures	Operational period	Operational Guidelines	Remarks
Discovering period	Receive a report	Suspected campus bullying incident	Report instantly based on the actual situation	According to Chung Yuan Christian University Campus Bullying Prevention Implementation Plan (anti-campus bullying response procedures as attachment 1)	
Handling period	anti-campus bullying response team	An anti-campus bullying response team meeting should be held.	A meeting should be held within 3 days after the application, report, or notification is submitted to the team.	According to Chung Yuan Christian University Campus Bullying Prevention Implementation Plan (anti-campus bullying response team composition as attachment 1)	
		The anti-campus bullying response team will confirm and evaluate the case.	The case should be handling within 2 months and notify the applicant and the offender in writing prescription.	After the investigation completed, the handling situation, investigation report, and meeting record should be submitted to the competent	

				authority.	
Tracking period	Counseling team	Evaluate and confirm the case as a bullying incident.	Start the bullying guidelines mechanism	Submit to the Student Rewards and Disciplinary Committee to determine whether to establish a counseling team in accordance with the school's "Guidelines for Counseling Students with Severe Behavioral Deviations" and implement a three-month counseling program.	
		Evaluate and confirm the case as a campus security incident.	Start the counseling mechanism	Handle the case as a general incident, with the mentoring teacher and instructor providing guidance and resolving disputes.	
		Evaluate the improvement plan is(was) work	Keep tracking and counseling	Continuous counseling and care will be provided by the relevant personnel.	

		Evaluate the improvement plan isn't (wasn't) work	Refer to professional counseling or medical institutions for correction, treatment, or counseling, or social welfare agencies	If necessary, the counseling team will provide further counseling.	
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**The composition of Chung Yuan Christian University Anti-Campus
Bullying Committee**

Title	Composition	Responsibilities
Convener	The principal of the school	Command and oversee campus bullying incidents and all related matters.
Deputy Convener	Dean of Student Affairs	Assist the principal in overseeing campus bullying incidents and related matters.
External Scholar/Expert	External Scholar/Expert	A professional with expertise in bullying prevention and legal knowledge, assisting in the investigation and handling of campus bullying incidents. A total of 1 person.
Teacher Representative	Teacher representatives from colleges	Assist in the investigation and handling of campus bullying incidents. A total of 3 individuals.
Student Affairs Personnel	Associate Dean of Student Affairs	Handle campus bullying incidents and oversee the convening of the campus bullying prevention and response team meetings, ensuring full management of all related matters. A total of 1 person.
Administrative Personnel		Assist in the investigation and handling of campus bullying incidents. A total of 1 person.
Student Representative	Student Council Representative	Assist in the investigation and handling of campus bullying incidents. A total of 2 individuals.
Counseling Personnel	Director of Counseling Center	Assist in the investigation and clarification of campus bullying incidents, as well as the follow-up psychological counseling and therapy for the involved parties and the applicant. A total of 1 person.
Attendees	Counseling Personnel (including instructors, department officers, etc.,	Assist in the investigation and clarification of campus bullying incidents. A total of 2 individuals.

	and other personnel relevant to the incident, all attending together)	
Team Member	The person in charge	Case handling contact person.

CYCU Campus Bullying Prevention and Specific Division of Responsibilities Table

Implementation Items		Responsible Unit	
		Organizing Unit	Co-organizing Unit
Primary Prevention (Educational Promotion)	Integrate student education on the rule of law, ethics, human rights, life, and gender equality into social and integrated studies. Additionally, incorporate opportunity education into relevant courses in response to significant events when appropriate.	Office of Student Affairs	All Academic and Administrative Units
	Collaborate with private organizations, nonprofit groups, and communities to organize diverse and engaging educational promotion activities, thereby deepening students' education on the rule of law, ethics, human rights, life, and gender equality.	Office of Student Affairs	All Academic and Administrative Units
	Organize workshops for teachers on the rule of law, ethics, human rights, and life education to enhance their knowledge and skills.	Office of Student Affairs	All Academic and Administrative Units
	Establish a legal consultation service center to provide answers and services for legal issues faced by faculty and students.	Office of the Secretariat	Office of Student Affairs
	Integrate with Campus Safety Week to plan and organize related promotional activities.	Office of Student Affairs	Campus Safety Center
	Organize lectures, workshops, or case studies and other related activities each semester.	Office of Student Affairs	All Academic and Administrative Units
	Each semester, integrate with various workshops, meetings, and other scheduled activities to implement specialized reports on campus bullying prevention, enhancing the knowledge and skills of educational personnel in addressing campus bullying.	Office of Student Affairs	All Academic and Administrative Units
	Set up a complaint mailbox and create a dedicated webpage for campus anti-bullying, providing a platform for students and parents to file complaints. The webpage will also promote relevant information and regulations. In the event of a complaint, it will be handled and guided by designated personnel.	Office of Student Affairs	All Academic and Administrative Units
Secondary Prevention (Detection and Handling)	Establish an "Anti-Bullying Response Team," with the school principal serving as the convener, responsible for promoting and implementing various tasks related to campus bullying prevention.	Office of Student Affairs	All Academic and Administrative Units
	Leverage community support to jointly prevent unlawful activities and ensure the safety of students outside the campus.	Campus Safety Center	Office of Student Affairs
	Sign a "Campus Safety Support Agreement" with law enforcement agencies to strengthen the police support network.	Campus Safety Center	Office of Student Affairs
	Establish a 24-hour complaint hotline, with duty officers handling campus bullying reports immediately and promptly managing the case.	Campus Safety Center	Office of Student Affairs

	Each department should conduct a named campus life survey at the beginning of each semester, using a random sampling method (with the sample size reaching at least 3% of the department's total population). The statistical data from the survey should be compiled and submitted to the Office of Student Affairs by March 30 th and October 30 th .	All Departments and Institutes	Office of Student Affairs
	When suspected "bullying" behavior is detected, it should be immediately registered for follow-up counseling. If the behavior meets the criteria for bullying, the counseling mechanism should be activated, and the case should be reported to the campus safety system as per regulations.	Office of Student Affairs	All Academic and Administrative Units
	All student support staff, teachers, and instructors should actively contact the student's parents when encountering a bullying case.	All Academic and Administrative Units	Office of Student Affairs
Tertiary Prevention (Intervention and Counseling)	When a student experiences suspected bullying, and it is assessed to meet the criteria for bullying, in addition to reporting the case to the school's campus safety center via the campus safety reporting system, a special counseling team should be formed. This team will develop a counseling plan for the bully, the victim, and the bystanders, clearly outlining the counseling content, responsibilities, timeline, and other details. The records should be kept for reference.	All Departments and Institutes	All Academic and Administrative Units
	If the bullying behavior is deemed to be a serious case, it should be reported to law enforcement for joint handling.	Campus Safety Center	Office of Student Affairs
	For students whose deviant behavior cannot be corrected, they should be referred to professional counseling or medical institutions for correction, treatment, or counseling. Alternatively, social welfare agencies may be consulted for assistance. If necessary, the counseling team should implement further counseling interventions. °	Division of Counseling Center and Center for Student with special needs	All Academic and Administrative Units

校安通報編號：

中原大學		校園霸凌行為偏差		個案輔導紀錄表	
姓名		性別		年級	
聯絡電話		住址			
關係人	<input type="checkbox"/> 行為人 <input type="checkbox"/> 被行為人 <input type="checkbox"/> 旁觀者				
案情 摘述					
委員會 會議紀錄	主席： 開會時間： 開會地點： 決議：				
輔導小組 會議紀錄	主席： 開會時間： 開會地點： 決議(簡述校內分工、校外資源及輔導作為)：				
輔導過程 紀 要	(簡述輔導過程)				
結案會議 紀 錄	主席： 開會時間： 開會地點： 決議： (1) (2) (3) (4)本案經輔導後，該生行為及生活已正常，同意解除列管。				

Chung Yuan Christian University - Campus Life Questionnaire

Dear Students:

Conflict between students is inevitable sometimes, however, owing to the fact that the unpleasant speech or physical contact has happened constantly, the feeling of filling with dread to or having distrust of campus may occur to you. The Ministry of Education expects that by your response to the questionnaire, we, as the School is able to assist you and your friend in solving the problem. Response provided by you will be kept confidential. Your cooperation is highly appreciated.

Student Advising Division, CYCU

1. Basic Information: Department: _____ / **Student ID:** _____ /
Name: _____

2. Survey of Friendly Campus Environment

Answering Instructions	Never	1-2 times over the past 6 months	2-3 times per month	2-3 times per week	Once / more than once per day
How often does the following occasion occur over the past 6 months? Please tick the box.					
1. In the past 6 months, I have been beaten by classmate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. In the past 6 months, I have been extorted money or goods from classmate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. In the past 6 months, I have been intentionally ostracized by classmate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. In the past 6 months, I have been threatened verbally by classmate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. In the past 6 months, rumor about me spreading between classmates has harmed me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. In the past 6 months, I have been bullied by classmate online.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. In the past 6 months, I have seen the above-mentioned situation, question No. 1 - 6 happened to someone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Continue to No.7, if you know the victim of the cases mentioned above, are you willing to help the victim by providing his/her information and addressing the situation to school official who can provide further assistance promptly. (Multiple Choices) Victim's Name: _____ Way(s) of being bullied: <input type="checkbox"/> Being beat <input type="checkbox"/> Being extorted <input type="checkbox"/> Being ostracized <input type="checkbox"/> Being threatened verbally					

Being harmed by rumor Cyberbullying

When had the victim been bullied : (Y) (M)

Thank you for answering. From now on, if you/your friend are bullied in the ways mentioned above, please report it to the school authorities. The school official will provide help to solve the problem. Additionally, you may refer to the contact information of CYCU or Ministry of Education below to make a report:

- 1. Filing complaint by mail: No.200, Zhongbei Road, Zhongli District, Taoyuan City (Student Advising Division, Chung Yuan Christian University)**
- 2. Filing complaint by phone: 03-2657777 (Chung Yuan Christian University)**
- 3. 24/7 toll-free contact no. of Ministry of Education.: 0800-200885**