

## PROCEDURE FOR RESPONDING TO BULLYING BEHAVIOR

Reports or complaints that involve bullying conduct related to one or more of the characteristics or factors protected by state and federal nondiscrimination laws, or that may be related to sexual harassment, shall be processed in accordance with established “Student Harassment and Discrimination Complaint Procedures.” All other complaints of bullying shall be processed in accordance with the following procedures.

Students and staff are encouraged and expected to report an incident of bullying to any staff member (or administrator in the case of a staff member) at his or her school, preferably within 24 hours, for proper investigation. Once bullying has been reported, it is the responsibility of the principal and/or designee to contact, by phone or in person, the victim’s parent the same day the incident was reported. The principal or designee must promptly and thoroughly investigate the alleged incident. The investigation is to be completed within three (3) school days after the report or complaint is made. Where it is determined that inappropriate conduct has occurred, the principal will act promptly to: correct the problem behavior; prevent another occurrence of the behavior; and protect the target (victim) of the act.

Corrective action may range from requiring the offender to work with school personnel to correct the behavior, a recommendation for the provision of school counseling, and/or disciplinary action where appropriate, up to and including suspension, expulsion and/or court involvement. In addition, the principal should evaluate the situation to determine if any environmental changes may help to reduce the likelihood of future misbehavior in a particular location.

At the conclusion of the principal’s investigation, he/she will contact the victim and the victim’s parent(s) or guardian(s) to explain: whether the complaint was founded, unfounded, or unable to be determined; if corrective action will be taken with the offender; or if any environmental changes were made to reduce the likelihood of future incidents of bullying at that location. If the matter has not been resolved to the complainant’s satisfaction, he/she shall be advised that an appeal can be made to the district administrator. (In turn, the district administrator’s decision can be appealed to the Board.) In addition, the parent(s) or guardian(s) of the student who violated this policy shall also be contacted.

The district administrator is responsible for reviewing and approving the principal’s decisions and actions regarding the bullying incident. The principal will provide a report to the Board on a monthly basis regarding reported or observed incidents of bullying.

**APPROVED:**     January 16, 2012  
                    **APRIL 25, 2016**