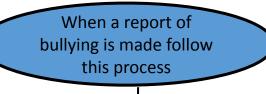
## **Bullying Guidelines**



discuss it with others.



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Informatio	n Gathering	Disciplinary Dec	cision Making	Communication	Follow Up
Investigation	Collection of Evidence	Solutions	Consequences	Parental Communication	Administrator and Guidance
<ul> <li>Administrator will begin to speak to all relevant parties about the incident, taking into consideration the nature of the behavior.</li> <li>Mode: direct or indirect</li> <li>Medium: in-person or electronic</li> <li>Location: on- campus or off- campus</li> <li>Type: physical, verbal relational, damage to property, or a combination</li> <li>Content: sexual, racial, or bigoted in nature</li> </ul>	<ul> <li>Administrator will collect evidence including:</li> <li>Separate all relevant individuals before taking any statements</li> <li>Take statements verbal and written</li> <li>If there are surveillance cameras near the incident location, make note of times and review footage</li> <li>Sequester and have student give passwords for computer, phone or device and to preserve evidence</li> </ul>	<ul> <li>Administrator will work with students to identify and implement solutions to the situation both in the short term and long term.</li> <li>Possible solutions: <ol> <li>No contact contract</li> <li>Moving of seating arrangements</li> <li>Moving of class schedules</li> <li>Blocking of individuals digitally</li> <li>Meeting with guidance counselor</li> <li>Meeting with a licensed mental health counselor</li> </ol> </li> </ul>	After analysis of evidence and implementation of solutions the administrator will assign consequences for offending student(s) as described in the Student Code of Conduct. Possible consequences: 1. Detention 2. Suspension (in- school or out of school) 3. Removal from extra curricular activities 4. Removal of special privileges	Ensure that parents of all relevant parties have been contacted and solutions and consequences have been communicated. Provide parents of the offended party with recommendations to address any trauma caused by the incident. Important Note: Any consequences assigned may only be communicated to the student who has received the consequence. The discipline history of other students is not to be communicated to anyone other than the student and their parents/guardians. Faculty & Staff Communication Ensure that all relevant staff members have been made aware of the situation, solutions and	Counselor must continue to monitor all students involved in the incident and periodically check in with the offended party and bully to make sure that the conflict has been totally eradicated. Calendar periodic check-ins for efficacy of strategy and continue to assess and reevaluate along the way.