

- Acting on complaints in a prompt, fair, and decisive manner.
- Informing students of actions to take if bullied.
- Letting the bully know very clearly that such actions are not acceptable.
- Telling the bully very firmly to stop.
- Keeping written notes of dates, times, places, witness names, and other information about actual incidents of bullying.
- Keeping notes, letters, and other evidence of bullying.
- Talking with a counselor or administrator and, if appropriate, filing a complaint.

Student/Parent Action: The division encourages students and parents who become aware of an act of bullying to immediately report the incident(s) to a school administrator for further investigation. Any student who retaliates against another for reporting bullying will be subject to consequences.

Guidelines for Responding to a Bullying Complaint

Staff shall be responsible for maintaining a written record of all meetings and conversations with students including notes of dates, times, places, witness names, and other information about interviews and incidents.

- Review evidence and interview witnesses.
- Ascertain basic information (who, what, when, where).
- Obtain a statement from the victim and bystanders.
- Ask about witnesses or corroborating information/evidence.
- Offer assurance of protection and safety against retaliation for victim and bystanders.
- Explain investigation and follow-up procedures.
- Inform parent/guardian of the alleged bullying within 24 hours of the incident.
- Maintain confidentiality and protect the privacy of all parties to the greatest extent possible.
- Complete and file incident report with the Office of Safety and Security within 48 hours of the incident.

Meet with the Alleged Bully

- Explain bullying behavior and its seriousness.
- Present the allegation and provide an opportunity for response/rebuttal.
- Explain investigation and follow-up procedures.
- Caution against retaliation.
- Inform parent/guardian of the alleged bullying behavior within 24 hours of the incident.
- Take appropriate corrective/disciplinary action and complete incident report.
- Complete and file incident report with the Office of Safety and Security within 48 hours of the incident.

Consequences

If a student is found guilty of bullying behavior, corrective action shall be taken in accordance with established disciplinary procedures according to the division's Code of Student Conduct. Corrective action may range from warning (including parent/guardian notification) to suspension or expulsion depending on the seriousness of the incident, prior incidents, and the need to protect the victim and other students from future bullying.