

The following procedures will be used to handle reported incidents of bullying, harassment, intimidation, hazing, and retaliation:

- 1.) Student(s) will fill out the district incident report form. The building principal, guidance counselor or designated school official will meet with the reporting student to clarify all information reported.
- 2.) The incident will be investigated to determine if the reported action has occurred and if it is a situation where either bullying, harassment, intimidation, hazing or retaliation has occurred.
- 3.) If it has been determined by the investigation process that either bullying, harassment, intimidation, hazing or retaliation has occurred, the student will be assigned disciplinary action that may include (*but is not limited to*) one or more of the following:

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| * Parent Notification | * Loss of Privileges |
| * Apology Letter | * Loss of Recess |
| * Parent Conference | * Reassignment of Classes |
| * Reassignment of Seat | * Referral to, or appointment with
school counselors or other professionals. |
| * Escort of the Perpetrator | * Detention |
| * Payment for property damage | * Referral to Law Enforcement |
| * Suspension (<i>In-School or Out-of School</i>) | |
| * Expulsion | |

- 4.) Students that have been determined to engage in bullying, harassment, intimidation, hazing and/or retaliation will be subject to the following:

- 1st Offense:** Before returning to class/school activities, the parents and student engaged in inappropriate behavior will meet with the Principal, consequence will be determined, and the student will be placed on a behavior contract and work with the school counselor to address the behavior.
- 2nd Offense:** The student will be assigned between 1 and 3 days of out-of school-suspension. Parents and the student engaged in the inappropriate behavior will meet with Principal to determine if additional consequences need to be applied as well as continued placement on a behavior contract and work with the school counselor to address the behavior.
- 3rd Offense:** If a third offense occurs, the student and parent(s) will meet with the District Superintendent to determine if it will be necessary to go before the Board of Trustees to assign a possible long-term suspension or expulsion.

PROCEDURES FOLLOWED *BUT NOT INCLUDED* in the handbook:

- 1.) All incidents reported will be logged and detailed notes will be kept by the school counselor, principal, or designated school official.
- 2.) Incident Report forms turned in will be kept hard-copy in a notebook in the school counselor's office.
- 3.) For major incidents and when deemed necessary, the comprehensive investigation form will be used. If this is used, the hard copy will be kept with the incident report form in a notebook in the school counselor's office.