

## AP 418-1 Guidelines to Managers and Principals – Student Complaints of Bullying and Harassment

Principals and managers should provide a safe haven and access to counseling for the victim of bullying and harassment. /Teachers/counselors should follow-up to ensure the harassment or bullying has discontinued.

Note: The following information is to be included in the student agendas/handbooks and should be brought to the attention of the students and staff each September.

1. Bullying and harassment is against the District Code of Conduct and will be dealt with appropriately and quickly.
2. Bullying and harassment includes inappropriate remarks, jokes, taunting, comments, gestures, sexually suggestive comments or actions that create an uncomfortable or hostile environment.
3. A bully is someone who:
  - uses power to hurt others or harm their possessions
  - purposely scares or intimidates others
  - often hurts the same person repeatedly
  - is sometimes supported by other people who just watch and laugh, instead of helping the person being bullied

### Complaint Procedures – Students

Students deserve to feel safe at school. If a student is being bullied or harassed, you should take the following steps to try and stop the bullying and harassment or prevent it from happening again.

1. Report all incidents to a person of authority at school, a parent, or a trusted adult. It is important to tell your parents of any incidents of bullying or harassment that may occur at school, at school functions or on the way to and from school.
2. If the bully or harasser is an adult from within the school, then it is important to report this immediately to your parents/guardian or a trusted adult outside of school. The student and the adult the student told should contact either the principal or the Superintendent of Schools.

While it is important to report all incidents of bullying or harassment, false allegations are a serious matter, can damage a person's reputation, and are not acceptable in any way.