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## **PROCEDURES TO ADDRESS BULLYING** **Principals/Principal Designee**

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending him or herself. Bullying:

- Is aggressive behavior that intends to cause harm or distress.
- Is usually repeated over time.
- Occurs in a relationship where there is an imbalance of power or strength.
- May include acts carried out by use of a computer, cell phone, or other electronic means.

Students shall be provided a safe learning environment. As a preventative measure, the school will raise awareness of the nature of bullying. A proven, deliberate action in violation of the bullying policy will result in immediate steps to prevent future offences. The principal or principal designee will investigate any reported offenses and decide to either follow the procedural safeguard steps or, depending on the severity of the offense determine which steps to be enforced.

**1<sup>st</sup> Offense:** Investigation of suspected bullying incident with completion of the *Bullying Report Form* – if bullying is substantiated, student will complete the *Student Explanation of Bullying* worksheet. Copies of report forms should be sent to student offender's parent/guardian.

**2<sup>nd</sup> Offense:** Same as 1<sup>st</sup> offense, plus the principal or his/her designee will contact parent/guardian directly in an effort to remediate student actions.

**3<sup>rd</sup> Offense:** Same as 1<sup>st</sup> offense, plus ask the parent/guardian to attend a conference with the principal to discuss the issues. Relevant professionals, with parental consent, will also be contacted to attend the meeting.

**4<sup>th</sup> Offense:** Same as 1<sup>st</sup> offense, plus disciplinary action. Disciplinary action options: temporary removal from the classroom, ISS, detention, etc. (allowing for special education students to receive FAPE).

***Principals will use their discretion for disciplinary actions depending on the severity of repeated and dangerous offenses.***

The school will review procedures regularly to assess the implementation and effectiveness.

Claiborne County Schools do not discriminate on the basis of race, sex, color, religion, age, veteran status or disability in provision of education programs and services or employment opportunities and benefits in pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other state and federal laws.