

## **BULLYING/HARASSMENT**

Bullying/Harassment is covered in School Board Policy 104.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Guidance Counselor or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Guidance Counselor or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

Students who feel that they have been harassed should: Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.

If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:

- tell a teacher, counselor, or principal; and
- write down exactly what happened, keep a copy and give another copy to the teacher, counselor, or

principal including:

- a) what, when, and where it happened
- b) who was involved
- c) exactly what was said or what the harasser did
- d) what the student said or did, either at the time or later
- e) how the student felt and how the harasser responded

Midland Guidance Counselors can be reached at 563-488-2292.