



# Laurel Highlands Middle School Guidelines For Addressing Incidents Involving A Child Being Bullied At School

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- a. The administrator, teacher, or other staff member who receive information should prepare a written record of details. All information shall be shared first with the building administrator or designee immediately. All incidents must be recorded so that data can be tracked and analyzed for future program planning and to document student patterns.
- b. Teachers and administrators should assure parents and/or students reporting an incident that such information is taken seriously. The issue will be investigated and parents and/or students will be informed of relevant findings. However, because of privacy requirements parents will not be informed of disciplinary consequences relating to other children. At all times, confidentiality must be maintained.
- c. As soon as possible after a report of bullying has been received, the teacher and/or administrator will investigate the matter by meeting individually with the alleged bully (or bullies), the victim(s), and any witnesses.
- d. If the results of the investigation indicate that the complaint was justified, the teacher and/or administrator will contact the parents of the students involved. A meeting at school may also be appropriate and necessary. The focus of such discussion will be to:
  - review the results of the investigation.
  - reiterate the seriousness of the situation and that any acts of bullying are unacceptable.
  - assign consequences in accordance with the district's Code of Conduct.
  - provide any support services to student(s) as may be needed.
  - commend those individual(s) who brought the matter to the attention of school officials.
  - restate our school district's commitment to providing a safe and secure learning environment for all students and staff.

Teachers, students, support staff, parents and administrators must work as a team to prevent bullying from occurring and to take action against bullying when it does take place.