

## Administrative Regulation

**STUDENTS****Name Calling, Bullying, and Other Personal Abuse**

When any racially or ethnically derogatory name is used regardless of the intended target, or a student is bullied, it should be dealt with a consistent, serious manner. The procedure below shall be followed:

1. Derogatory name calling of any type (i.e. racial, ethnic, religious, gender, sexual orientation, differing mental and physical abilities) or bullying is prohibited in a school building, on school grounds or at any school sponsored event or activity. Name calling is to be considered a serious offense with serious consequences at each instance it occurs. Names that are generally considered offensive by any ethnic, racial, cultural, gender based groups are considered inappropriate and prohibited.
2. When a name calling, or bullying incident has occurred, an attempt will be made to resolve the matter with the individual (adult or child) involved. Since discussion of the situation is most effective immediately after the event, the school employee most involved will confer with the individuals (adult or child) and discuss the problem of name calling or bullying and that type of behavior will not be tolerated. The incident will then be referred to the site administrator for further action.
3. When the individuals involved in name calling or bullying are students, the site administrator will keep the student out of the classroom for the remainder of the day or placed in one of the middle school alternative centers, and require a parent conference prior to the student returning to school. On the first offense of these types the student may return on the day the parent conference is held in person or by telephone with the site administrator (other employees may also be involved as appropriate). Subsequent incidents will require an in person conference and result in a maximum of 5 days of suspension at the discretion of the site administrator.
4. When the individuals involved in name calling or bullying are adults other than employees, the schools will require that a police report be filed and the individual will not be allowed on the school campus for a time not to exceed the end of the current school year at the discretion of the site administrator. If

the problem is persistent, the adult will not be allowed on the campus for a longer period of time.

5. When the individuals involved in name calling or bullying are employees, the appropriate disciplinary action will be taken consistent with district policy and negotiated agreement with the applicable union.
6. It is most important that school personnel identify the pupils who are most in need of assistance and adult guidance with this issue. So that these pupils can be identified and assisted, each school principal is directed to set up a procedure within the school for the recording of name calling or bullying incidents that have any racial, ethnic, cultural or sexual basis. The compiling of such a record is the responsibility of the site administrator but the writing of reports will be the responsibility of the staff members involved in the incident. The record is to include the names of the offended, as well as the offending pupil or adult, a detailed description of the incident and the date and locale of the incident.

The procedures developed within each school should be such that classroom teachers are assured that they are to be informed when any of their pupils are involved in such an incident.

A complete record of the name calling incidents within each school will permit school level analysis of the breadth of the problem, as well as locations in which the problem might be most prevalent.

7. Principals are to prepare a communication to parents annually that explains the implementation of this policy at the school site.

Adopted: September 11, 2007