

APPENDIX D

(SAMPLE: an excerpt from the policy used by
the Mount Pleasant Public Schools)

Policy

Reporting Harassment and Bullying

Conduct constituting harassment and bullying may take different forms, including but not limited to the following:

1. Sexual harassment; verbal, nonverbal, or physical contact.
2. Gender/ethnic/religious/disability/height/weight harassment; verbal, nonverbal, or physical.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should make contact with one of two or three persons selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly and a copy forwarded to the Superintendent.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. protect the confidentiality of the student who files a complaint
- B. encourage the reporting of any incidents of sexual or other forms of harassment
- C. protect the reputation of any party wrongfully charged with harassment