

LMMS Harassment, Intimidation, or Bullying Procedures

Harassment, intimidation or bullying is defined as a gesture, electronic communication or a written, verbal, physical, or sexual act reasonably perceived to have the effect of either of the following.

- Harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm of property damage
- Insulting or demeaning a student or group of students in such a manner as to cause substantial disruption in, or substantial interference with, the orderly operation of the school. (*Excerpt code JICFAA Issued 12/06 Aiken County Public Schools Code of Student Conduct*).

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself."

This definition includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

If a Parent or Staff/Faculty Member believes that an incident of harassment, intimidation, or bullying has occurred, please notify Administration as soon as possible. They are as follows:

1. Ms. Heather Haynes, Guidance Counselor phone: 803-663-4300 email: hhaynes@aikencountypublicschools.net
2. Ms. Kela Sharpton, Assistant Principal phone: 803-663-4300 email: ksharpton@aikencountypublicschools.net
3. Mr. Johnny Spears, Principal phone: 803-663-4300 email: jspears@aikencountypublicschools.net

Procedure for Students

1. Students who feel or witness harassment, intimidation, or bullying are to tell a staff/faculty member. The staff/faculty member will complete a *Character Counts! Incident Report*. Reporting may be completed in person or anonymously.
2. The victim or witness is assured of the confidentiality of the report. The victim is encouraged to make reports to an adult in the building immediately, but discreetly.
3. Students will be contacted by an Administrator.

Procedure for Parents

1. Parents who feel a student is being harassed, intimidated, or bullied are to contact Administration.
2. Parents may contact Administration by phone, in person, or by email.
3. Information from parents will be documented on a *Character Counts! Incident Report* and investigated immediately by Administration.
4. Administration will follow-up with parents.
5. The Aiken County Sheriff's Office will be contacted by Administration, when warranted.

Procedure for Teachers

1. Take all reports seriously.
2. Refer to Administration immediately.
3. Complete *Character Counts! Incident Report*.
4. Forward all student and/or parent reports to the Guidance Counselor immediately.

Procedure for Guidance Counselor

1. Collects *Character Counts! Incident Report* forms from parents, students, and staff/faculty members and gives to Administration.
2. Do not conduct peer mediation.
3. Inform Administration immediately.
4. Guidance Counselor follows up with victim periodically.
5. Guidance Counselor will conduct lessons with students accused of bullying.

Procedure for Administration

1. Investigate the incident immediately.
2. Speak to the accused student, victim, and witnesses individually and separately.
3. The Aiken County Sheriff's Office will be contacted, when warranted.
4. The accused student and the victim's parent are contacted.
5. The parents of the victim will be given a Stop Bullying Now Parent Information Sheet.
6. Administration will discuss the District Policy with the student accused of harassment/intimidation/bullying and will have the student sign and date a copy of the policy.
7. Copies of the signed District Policy and the *Character Counts! Incident Report* are placed in the student's discipline record. A copy of the signed District Policy is given to the student's parent. Consequences administered to the student will be aligned with The Aiken County Public Schools Code of Student Conduct.