

**MIDDLETON SCHOOL DISTRICT #134
POLICY AND PROCEDURE MANUAL
SECTION 3000 – Students**

**PROHIBITION AGAINST HARASSMENT, INTIMIDATION, AND
BULLYING.....PROCEDURE 3006.5-P1**

Reporting Procedures

Victims

All students who believe they have been the victim of bullying shall promptly report the bullying incident to a teacher, counselor, or building administrator.

Parents/Guardians

All parents/guardians who become aware of any bullying are encouraged to report the bullying incident(s) to a building administrator.

Witnesses

All students who witness bullying shall immediately report the bullying incident(s) to a teacher, counselor, or administrator. Any teacher, counselor or administrator who witnesses bullying shall immediately intervene and take appropriate action to stop the bullying.

Teachers/Counselors

Any teacher or counselor who witnesses bullying or receives a report of bullying shall document such incident and promptly investigate the matter. Administrators shall seek to discuss the bullying incident(s) with the victim in a place where the victim feels secure. The initial discussion with the victim shall not take place in the presence of the offending student(s). If more than one (1) student is involved in perpetrating the bullying, the administrator shall talk to each of the offending students separately. After the investigation has been completed, the building principal shall take appropriate actions consistent with this policy.