

## **Discipline Procedure for Harassment/Bullying and Other Inappropriate Behavior**

**Phase One** - Any student or employee who has knowledge of a student or employee who is being harassed should report the complaint to the guidance counselor, teacher or to the administration. A counselor will meet with the parties involved in an attempt to resolve the situation. Any retaliation by an involved party or friend(s) of an involved party will move the harassment complaint to Phase Two automatically.

**Phase Two** - All parties involved, along with their parents/guardians, will meet with the administrator or designee, or his/her designee and the counselor to put an end to the harassment. Any continued harassment complaints will be dealt with as a Phase Three violation.

**Phase Three**- The harassment complaint will be investigated by a harassment committee appointed and chaired by the principal. This committee will consist of the principal and four teachers. The committee will investigate whether the sexual harassment/harassment complaint is valid and to what level.

### **Level One: Minor, Level Two: Moderate, Level Three: Less Severe, Level Four: Severe**

The committee will give their decision. If the decision results in an identifiable level of harassment, the committee will determine the level of discipline. The discipline can include suspension, school service work, or expulsion. All Phase Three harassment allegations will follow procedures as outlined in the discipline code. (The discipline code can be found in our 2011-12 Handbook, which can be found on our website:

<http://www.crareacatholic.com/lasalle/index.htm>)