

## Resolving Problems



### **Complaint Procedures** (*cf. 1312.3 – Significantly Abridged*)

In order to promote fair and constructive communication, the following procedures shall govern the resolution of complaints against District employees:

1. Every effort should be made to resolve a complaint at the earliest possible stage.
2. If a complainant is unable or unwilling to resolve the complaint directly with the person involved, he/she may submit an oral or written complaint to the employee's immediate supervisor or the principal.

## Resolving Student Conflict

### **Asking to Stop unwanted behaviors.**

Although Casimir experiences few behavioral issues we recognize a developmental need to provide effective strategies for managing situations involving bullying, teasing, and anger. Students are reminded to seek adult assistance before a situation “gets out of hand.” Frequently the following four-step process breaks the victim cycle, and continued conflict is avoided.

- Step 1 Tell what behavior you don't like.
- Step 2 Tell how the behavior makes you feel.
- Step 3 Tell what behavior you want instead.
- Step 4 If you don't get agreement, state your intention to report the situation if you can't work things out.

Once you have given a person a choice to stop the behavior, and if they continue this behavior, it is not considered tattling, but reporting to administration so that we can facilitate a resolution.

Administration cannot resolve problems/conflicts unless administration is aware of them.

### **Fairness**

We encourage students to develop self-advocacy skills, however we also recognize our students may encounter situations where they feel ill- equipped to address alone. In these situations we strongly encourage students to comply with reasonable requests and then speak directly with their parents, teachers, counselors, administrators, or other trusted adult to help facilitate a safe/respectful resolution.

## Policy for Bullying Prevention

Casimir Middle School believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

Our Learning community will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Casimir Middle School expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff members are expected to immediately intervene when they see a bullying incident. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while they are traveling to and from school or a school-sponsored activity off-site, during the lunch period whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, Casimir Middle School will provide staff development training in prevention of bullying and cultivate acceptance and understanding in all students and staff to develop each school's ability to maintain a safe and healthy learning environment.

Teachers should discuss this policy with students in ways appropriate to their ages and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each school will adopt a Student Code of Conduct to be followed by every student while he or she is on school grounds, when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus of being oppressed on the part of the target.