Dallas County School System

Bullying Prevention Guidelines
2019-2020

Complaint Form
- Must be posted on district website and each school's website
- Must be available in the school's front office
- Must be included in each school's student handbook

Bullying Prevention Guidelines:
- Annual Presentation to Students and Faculty
  - Behavior expected of students
  - Explanation that incidents that occur on or off campus should be reported
  - Definitions
  - Reporting Procedures
    - Where to find the form
    - Who can submit
    - How to submit
  - Investigative Process
  - Prohibition of retaliation
  - Consequences for false accusations
  - Explanation of graduated consequences for bullying *(from Discipline Plan for Safe Schools)*
  - Information on available resources
  - Encourage reporting of bullying incidents
- Peer Mediation Team
  - Organization, purpose, and task of this team should be school-specific.
- Faculty/Student Committee
  - Meet at least once each semester
  - Review and discuss bullying and make recommendations to administration regarding
    - School Climate
    - Safety
    - Bullying
- Whole group guidance lesson(s) regarding bullying
- Bullying Prevention Campaign

Documentation
- Must be kept for all required elements of the Bullying Prevention Program
- Can be filed by the school counselor in his/her counseling binder
- Must be made available upon request by the district office and/or ALSDE
Persons Responsible

- Complaint Form
  - School Administrator or Designee

- Program
  - Annual Presentation
    - School Administrator
  - Peer Mediation Team
    - School Administrator or Designee
  - Faculty/Student Committee
    - School Administrator or Designee
  - Whole group guidance lesson(s)
    - School Counselor(s)
  - Bullying Prevention Campaign
    - School Counselor(s)

- Documentation
  - School Administrator, Designee, and/or Counselor(s)