



Honoré Ligarde Elementary

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BULLYING REPORTING PROCEDURES

Here at H. Ligarde Elementary our students are aware that there is an open door policy in my office. They are always welcome to come share any good news or concerns they may have.

In regards to bullying our campus does follow certain steps to ensure that students are part of a warm and caring environment at all times. If and when any bullying case is reported we follow the following steps.

1. Listen to the student or parent making the report and document their concerns.
2. Refer the student to the counselor and/or administrator so that an investigation can be made.
3. If it is determined that it was not bullying a conflict resolution session with the counselor will be made.
4. Classroom teacher and special area teachers and staff will be made aware to prevent any other issues to arise.
5. If it is determined to be bullying, parents of the perpetrator will be called and made aware of the situation. Proper discipline consequences will be put into place and bullying contract will be given to the child.
6. Classroom teacher and special area teachers and staff will be made aware to prevent any other issues to arise. Changes to seating arrangements or classroom setting can also be made.
7. Our goal is to make each and every child at Ligarde feel safe and comfortable in order for them to be successful students.