

## Specific Policies

### **Computer Lab Usage**

All students must be supervised at all times by a staff member while in any computer lab.

### **Bullying, Cyber bullying, and Aggressive Behavior**

Metcalf has no tolerance for any form of bullying or aggressive behavior. Bully-victim violence occurs whenever anyone intentionally, repeatedly and over time inflicts or threatens to inflict physical or emotional injury or discomfort upon another person's body, feelings or possessions. Bullying includes repeated aggressive, violent, angry, intimidating and/or threatening verbal or physical behaviors that may be demonstrated through discipline problems, violent expressions in writings and/or drawings, gestures, weapons possession, gang affiliation and/or prejudicial attitudes.

Cyber bullying is willful and repeated harm inflicted through the use of computers, cell phone, and/or other electronic devices. Cyber bullying can occur off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

Students should report suspected bullying to an administrator, teacher, or staff member. When such behaviors or characteristics are demonstrated, parents/guardians will be notified by a building administrator of potential consequences that range from an administrative conference to recommendation for expulsion. In addition, parents/guardians will be made aware of interventions that may include information on early warning signs for aggressive behavior, student instruction in socially appropriate behaviors, or possible referral to community organizations that teach strategies in the reduction of aggressive behaviors.

### **Harassment: Discrimination, Sexual Harassment and Threatening Behavior**

It is the policy of Metcalf to provide an environment free of any harassment through discrimination (based upon, but not limited to, race, ethnicity, national origin, color, religion, age, disability, or veteran status), sexual harassment (gender, gender identity and expression, sexual orientation), threatening behavior or intimidation, and to resolve complaints of harassment by any member of the school community, including faculty, staff, and students. Everyone has a responsibility to maintain a school free of harassment. The responsibility of supervisors includes discussing this policy with all members of the Metcalf community, including the warning that false accusations will result in disciplinary action. Harassment in any form will not be tolerated.

Sexual harassment is a form of sex discrimination and will not be tolerated at Metcalf. Sexual harassment committed by a student against another student or staff member is defined for purposes of this policy as:

*Any unwelcome physical, verbal, non-verbal behavior of a sexual nature made by one student to another student or staff member, or any conduct of a sexual nature exhibited by a student toward another student or staff member, when such conduct has the purpose of substantially interfering with the student's educational performance or an employee's work performance or creating an intimidating, hostile, or offensive educational environment or employment environment.*

Anyone who feels that he/she has been sexually harassed should consult an administrator, teacher, or any other staff member to whom they feel comfortable disclosing such sensitive facts for appropriate action. All school officials and students have a duty to report sexual harassment of students. 19

Threatening behavior consists of any words or deeds that intimidate a student or staff member that causes anxiety concerning his/her physical well-being. This behavior is strictly forbidden. Any student, parent, visitor, or staff member who is found to have threatened a student or staff member will be subject to discipline and/or reported to appropriate authorities.