

August 1, 2023

Dear Parents/Guardians,

Greetings to you from Polk State College Lakeland Collegiate High School! The purpose of this letter is to make you aware of a couple of policies and procedures, as they relate to school safety. If your child is BULLIED, THREATENED, HARRASSED, OR INTIMIDATED, the procedures listed below should be followed immediately.

### THREAT/INTIMIDATION/BULLYING/HARASSMENT

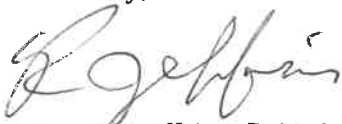
Polk State College Lakeland Collegiate High School works hard to promote and ensure a safe and orderly environment for all students. If a student has been threatened or intimidated the following procedure should be followed:

1. Report the incident to the classroom teacher if it happens in class or online through social media or text message.
2. The classroom teacher will then have the student write an incident report of the incident in question as well as complete a bullying form.
3. The report will then be handled by Mr. Jeffries or Mrs. Allen.
4. Once an administrator receives the report, they will contact the parents of the bullied student to apprise them of the incident in question.
5. After the parents have been notified, the administrators will then proceed with the investigation until a resolution has been reached.
6. The administrators will then contact the parents with the results of the investigation once completed.

**If a student feels uncomfortable about going to a teacher during a time when other students are present, they may speak with an administrator or guidance counselor; or fill out a Bullying Incident Report Form anonymously. These forms are in the Main office and the Chart Lab or go to the online Bullying Incident Report Form located on our website.**

Students should never have to come to school and not feel safe and secure at all times. We are working daily to ensure this type of environment. Students should make every effort to report any of these incidents that happen to them IMMEDIATELY to the appropriate staff member. It is only then that we can effectively assist in resolving the situation as quickly as possible.

Sincerely,



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