



## VC College Bullying and Cyberbullying Prevention Policy

Victory Career College believes that all students have a right to a safe and healthy college environment. We have an obligation to promote mutual respect, tolerance, and acceptance.

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

VC College expects students and/or staff to immediately report incidents of bullying to teacher or to the Title IV & Campus Security Officer David Mokhtarian at 310-962-3306 Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying or cyberbullying should be promptly investigated. This policy applies to students on college grounds, or during distance education and during a college-sponsored activity.

To ensure bullying or cyberbullying does not occur on ground nor online in our distance education classes, VC College will provide staff development training in bullying and cyberbullying prevention and cultivate acceptance and understanding in all students and staff to build our college's capacity to maintain a safe and healthy learning environment

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

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in any type of bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the Director of Security David Mokhtarian.
- Students can rely on the Director of Security to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student feels that appropriate resolution of the investigation or complaint has not been reached, the student should contact the owner Karine Fougoux. Victory Career College system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, and students will receive a summary of this policy prohibiting intimidation and bullying: at the enrollment in Victory Career College's class as part of the student information packet, as part of new student orientation, and as part of Victory Career College hiring process.
- Victory Career College will make reasonable efforts to keep a report of bullying and cyberbullying and the results of investigation confidential.
- Staff who witness acts of bullying or cyberbullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_