

Bullying/Threat Procedure

Bullying/Threats

City Heights Prep Charter School is committed to provide all students and staff with a safe learning environment where everyone is treated with respect and no one is physically or emotionally harmed, the school will not tolerate any student or staff member being bullied (including cyber-bullying), harassed, or intimidated in any form at school or school-related events, (including off-campus events, school-sponsored activities, any event related to school business, or outside of school hours with the intention to be carried out during any of the above.

Such acts include those that are reasonably perceived as being motivated either by an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability, immigration status or any other distinguishing characteristics.

The school further prohibits the inciting, aiding, coercing or directing of others to commit acts of bullying or cyber-bullying, harassment or intimidation. Any staff member that observes, overhears or otherwise witness bullying (including cyber-bullying), harassment, or intimidation, or to whom such actions have been reported must take prompt and appropriate action to stop the behavior and to prevent its reoccurrence. Students who observe, overhear, or otherwise witness such actions must, and parents/district visitors are encouraged to report the behavior to a staff member.

Reports and Complaints

Any student, parent/guardian, third party or other individual or organization who believes that a student or student group has been subjected to bullying and/or intimidation, or who has witnessed such conduct, may report the conduct orally to any school employee or administrator, and/or file a formal written complaint (see attachment).

I. Oral Reports to Any School Employee or Administrator

A staff member who receives a report of bullying and/or intimidation, shall, within one school day or as soon as possible thereafter, report this to the site principal/ administrator or designee. In addition, any school employee who observes any incident of bullying and/or intimidation involving a student shall, within one school day or as soon as possible thereafter, report this observation to the principal/designee; whether or not the victim makes a report.

II. Written Reports to Administration/ Counselor

Any student, parent/guardian, third party or other individual or organization who believes that a student or student group has been subjected to bullying and/or intimidation, or who has witnessed such conduct, may report the conduct through the written complaint form located through an principal/ administrator or designee (see attachment).

Interim Measures

After a report or complaint is made, the responsible site administrator/ counselor or designee shall determine whether interim measures are necessary to stop, prevent or address the effects of bullying and/or intimidation, including retaliation, harassment or bullying during and pending any informal resolution and/or investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher.

Interim measures will be implemented in a manner that minimizes the burden on the individual who was the target of bullying and/or intimidation.

I. Optional mediation

In cases of student-to-student bullying and intimidation, when both the student who complained, and where appropriate, his/her parent/guardian, and the accused student and where appropriate, his or her parent/guardian so agrees, the site administrator/ counselor or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher or administrator (e.g., restorative practices may be utilized to bring together those involved in and affected by the incident to allow the perpetrator to accept responsibility, allow the victim to voice the impact of the bullying, provide a forum for rebuilding relationships, develop collaborative action plans, and respond to student needs in a safe and respectful environment with the assistance of a trained facilitator). The individual who is the subject of the complaint or his/her parent/guardian may not be asked or required to meet directly with the accused individual as part of the informal resolution process.

II. Filing the Report

At the conclusion of ten school days or as soon as possible thereafter, the site administrator/counselor or designee will document, utilizing the School Investigation Report Summary (see attachment) whether informal resolution has been attempted; and if so, whether it was successful in resolving the complaint to the satisfaction of the subject individual, and if appropriate, his/her parent/guardian. The site principal/administrator or designee shall notify the complainant in writing of the outcome of the informal resolution. All complaints and investigation report summaries should be filed in a confidential manor at the school site.

Bullying and Intimidation Complaint Form

Bullying and intimidation are serious and will not be tolerated. This is a form to report alleged bullying or intimidation that occurred on school property; at a school-sponsored activity/event off school property; on a school bus; or on the way to and/or from school in the current school year. If you wish to report an incident of alleged bullying or intimidation, complete this form and return it to the Principal at the student victim's school. You may contact the school for additional information or assistance at any time.

PERSON REPORTING INCIDENT

Name: _____ Today's date: _____

Telephone: _____ E-mail: _____

Place and X in the appropriate box:

Student Parent/guardian School Staff Student/Witness

Name of student victim: _____ Grade: _____

Name (s) of alleged offenders: _____ Grade: _____

On what date(s) did the incident happen? _____

Where did the incident(s) happen? (Choose all that apply)

On school property At a school-sponsored activity or event off of school property

On the computer On the way to/from school Other _____

Choose the statement(s) that best describes what happened (choose all that apply)

Teasing Threat Cyberbullying Social exclusion Intimidation

Physical Violence Public humiliation Other _____

What did the alleged offender(s) say or do? _____

Did a physical injury result from this incident: Place an X next to one of the following:

No Yes, and it required medical attention Yes, but it did not require medical attention

Were there any witnesses? Yes ___ No ___

If yes, state their name(s) and contact information if known:

By completing this form, you are verifying that your statements are true and exact to the best of your knowledge. If you fear a student is in **IMMEDIATE** danger, please contact a trusted adult, school police or San Diego Police Department immediately!

Signature: _____ Date _____

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CHARTER SCHOOL

Investigative Report Summary

Date/Time of Incident _____ School _____
Date of Report _____ Principal/Designee _____

Information about the Student (Victim)	
Name	Other information:
ID #	
M/F	
Ethnicity	
School	
Grade	
IEP/504 Plan	
Address	
Phone #	

Information about the Person Reporting the Incident	
Name:	
Phone:	
E-Mail:	
Check One:	Victim <input type="checkbox"/> Other Student <input type="checkbox"/> Principal/Designee <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Staff (specify position) _____ <input type="checkbox"/> Volunteer <input type="checkbox"/> Anonymous <input type="checkbox"/> Other <input type="checkbox"/>

Information about the Student(s) (Alleged Perpetrators)	
Name	Other information:
ID #	
School	
Grade	
Name	Other information:
ID #	
School	
Grade	
Name	Other information:
ID #	
School	
Grade	

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Where did the Incident Happen? (check all that apply)	
	At school (on school grounds)
	At a school activity (off school grounds)
	While going to or coming from school
	During lunch period
	On the school bus
	Via electronic communication that impacts the learning environment
Which statement(s) best describe what happened? (check all that apply)	
	Teasing
	Social Exclusion
	Threats
	Intimidation
	Sexual, religious or racial harassment
	Public humiliation
	Physical violence
	Extortion/Theft
	Stalking
	Destruction of property
	Spreading false rumors
	Cyberstalking/Cyberbullying
	Electronic act (i.e., internet, e-mail, cel phone, wireless or hand-held device)
	Retaliation
	Physical injury
	Emotional injury
	Other (Specify):
What actions were taken to investigate this incident? (check all that apply)	
	Interviewed student (victim)
	Collected written student (victim) statement (Victim Declaration Form)
	Interviewed student(s) (alleged perpetrators)
	Interviewed witnesses
	Collected written witness statements (Witness Declaration Form)
	Interviewed school nurse
	Reviewed any medical information available
	Interviewed teachers and/or school staff
	Interviewed student's (victim) parent/guardian
	Interviewed students' (alleged perpetrators) parents/guardians
	Conducted student record review
	Examined physical evidence
	Contacted School Police
	Other (Specify):
What corrective actions were taken in this case? (check all that apply)	
	None required, this was a false allegation
	None, the incident did not warrant any corrective action

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	Student (alleged perpetrator) conference
	Student (alleged perpetrator) warning
	Letter of apology
	Safety plan for victim
	Medical attention
	Mediation
	Counseling
	Parent/guardian letter
	Parent/guardian phone call
	Parent/guardian conference
	Behavior plan for alleged perpetrator
	Detention
	In-school suspension
	Out-of-school suspension
	Expulsion
	Other (Specify):
Was the incident related to perceived sexual orientation or gender expression?	
Other pertinent information regarding the investigation:	
What interventions were taken with alleged perpetrator to prevent future behavior?	
What follow-up has taken place with the victim?	

Principal/Designee Signature _____