

# **Bullying Prevention Plan**

## **SCUSD Administrative Regulation**

### **AR 5145.4**

Schools will work toward providing an orderly, caring and nondiscriminatory learning environment which prohibits acts of harassment or bullying behavior. Each school will strive to provide a safe and civil environment necessary for students to learn and achieve high academic standards. Active demonstration of appropriate behavior, treating others with civility and respect, and promoting an inclusive atmosphere is expected of administrators, faculty, staff, parents, students and volunteers in order to model and promote a safe academic environment.

### **DEFINITION**

Bullying is a comprehensive term, which is defined in Education Code section 48900, subdivision (r)(1), and means severe or pervasive physical or verbal act(s) or conduct, including communications made in writing or by means of an electronic act, as defined in Education Code section 48900, subdivision (r)(2), and including one or more acts committed by a student or group of students, directed towards one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Fear of harm to that student's or a group of student's person or property;
- Detrimental effect on his or her physical or mental health;
- Substantial interference with his or her academic performance; or
- Substantial interference with his or her ability to participate in or benefit from the services, activities or privileges provided in school.

Bullying usually involves repeated hostile acts and/or an imbalance of power between the aggressor and target. A student shall not be harassed, intimidated, or bullied based on his/her actual or perceived characteristics as set forth in Penal Code section 422.55 and 220, which shall include disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

### **STATEMENT OF ASSURANCE**

Students have a right to be free of bullying, intimidation and harassment from SCUSD students, administrators, faculty, staff, parents or volunteers, whether on or off school property, through an electronic act, as defined in Education Code section 48900, subdivision (r), while the student is at any school activity or is attending a school which is under the jurisdiction of the superintendent of the district, including but not limited to school-sponsored function, in a school vehicle, during the instructional day or after school hours that may affect the student's education.

## **REPORTING PROCEDURES**

Staff, students, parent/guardians and others are required to report bullying behavior. Reports may be made to any school employee either verbally, in writing, or through electronic communications such as e-mail. Reports may also be made by completing the district's Bullying Incident Form and submitting it to Assistant Principal Cristin Tahara-Martin.

Site administrators and staff shall utilize the district Bullying Incident Form to document bullying behavior. This includes behavior that is directly observed, as well as behavior that has been reported to them by students, parent/guardians and others. This reporting form is available the main office and the Assistant Principal's office, on the Sutter Middle School website [sutterminers.com](http://sutterminers.com), and is also available to teachers on the shared drive. All school personnel that witness an act of discrimination, harassment, intimidation or bullying, are required to take immediate steps to intervene when it is safe to do so. All reports should be submitted to Assistant Principal Cristin Tahara-Martin immediately.

All students who walk away, constructively attempt to stop bullying or report bullying to a staff member will be positively supported. Retaliation toward individuals who report bullying behavior will not be tolerated.

## **ANONYMOUS REPORTING**

Bullying may be reported to any staff member verbally or in writing through completion of the Bullying Incident Form. Anonymous reports may also be made by calling the WeTip system at 1-855-86-BULLY. Reports of bullying behavior made through WeTip will be delivered to the district's Bullying Prevention Specialist and then routed to the school administrator for investigation and action.

## **RESPONSE PROCEDURES**

The designated site administrator will investigate all bullying reports in accordance with existing district practice. If the incident was determined to meet the definition of bullying, the designated site administrator shall within 24 hours:

- Complete the Student Safety and Support Plan for the student being bullied.
- Complete the Student Action and Support Plan for the student who bullied.
- Notify the parents/guardians of the students involved in the incident.

If the Student Safety and Student Action plan have not been effective in resolving the bullying behavior, administrators will give priority to student or parent/guardian requests for transfer to another school or district to ensure student safety in accordance with California Assembly Bill 1156, and Education Code section 46600. The decision to transfer a student under these circumstances shall be made jointly by the site administrator, parent/guardian and student, when age appropriate.

A copy of the Student Safety Plan and Student Action Plan must be provided to the appropriate student and parent/guardian. A copy of the Bullying Incident Report, investigative report,

Student Safety Plan and Student Action Plan will be kept in each student's cum folder and will be sent to the district's Bullying Prevention Specialist for data tracking, compliance with state and federal law, and review of best practices. Additionally, documentation of complaints and their resolution shall be maintained by each school site for a minimum of one review cycle.

## **COMPLAINT PROCESS**

If a student or parent/guardian is unsatisfied with the school's decision or response to a bullying report, they may initiate a complaint to the school district in accordance with the district's Uniform Complaint Procedure.

## **ASSESSMENT, ALTERNATIVE CONSEQUENCES AND PROGRESSIVE RESPONSES**

Site administrators shall develop strategies to assess the needs of students who engage in bullying behavior and attempt to utilize alternative consequences and progressive disciplinary responses to address this. In addition, site administrators will provide support to these students to address the underlying causes of the bullying behavior. Follow-up by site administrators, with both the individual who was bullied and the person who bullied, shall be conducted in a timely manner to ensure that the bullying or harassing behavior does not continue and that student safety is maintained.

## **TRAINING FOR SCHOOL PERSONNEL**

Every two years, the Superintendent or designee shall ensure all administrators, including principals, assistant principals and district administrators who regularly interact with or supervise students or student activities, will attend two-hours of bullying prevention and intervention training. The training will focus on district policies, procedures and bullying prevention strategies and will specifically provide information and materials to support administrators in training their staff. Administrators will provide their signature on bully prevention training sign in form as confirmation of attendance and will be maintained by the bully prevention specialist.

Site administrators shall offer at least two-hours of bullying prevention training for all school staff, including classified staff such as yard duty, cafeteria, office, custodial, safety and others. This training will be conducted within the same calendar year that the administrator received the training. Staff attending bully prevention training provided by the site administrator will provide their signature on training sign in form as proof of attendance and will be sent to the bully prevention specialist immediately following the training date.

The district may provide students with instruction, in the classroom or other educational settings, that promotes communication, social skills, and assertiveness skills and educates students about appropriate online behavior and strategies to prevent and respond to bullying and cyberbullying. Instruction will include the definition of bullying, procedures for identifying and reporting bullying behavior, the importance of not engaging in bystander behavior, and ways to constructively and safely stop acts of bullying behavior. Certificated staff will provide to the site administrator a list of students who attended classroom based bully prevention instruction, the

date the instruction occurred, the length of instructional time and documentation of the materials used for bully prevention instruction. Documentation evidence will be maintained with the designated site administrator and available for verification.

The district's bullying prevention specialist shall offer training for parent/guardians, volunteers and others at least six times per year at a variety of district locations.

### **ADDITIONAL BULLYING PREVENTION RESOURCES**

Additional information for parents and students is available upon request including (but not limited to) articles from the U.S. Department of Health and Human Services titled, "Best Practices in Bullying Prevention and Intervention," "What to Do if Your Child is Being Bullied," "Children Who Bully," and tips for parents to prevent cyberbullying.