



Reporting, Investigation, Intervention, and Prevention of Bullying and Cyber Bullying

Excerpted from the Achievement First Family Handbook 2018-19, Appendix A

Reporting Bullying and Cyber Bullying (together, “Bullying”)

- 1) If a student feels that he/she is a victim of bullying, or witnesses a student being bullied, the student should report the incident to the dean of students, the safe school climate specialist. Students may report bullying situations anonymously via written note or e-mail so long as the information is securely and privately delivered to the dean of students.
- 2) If a parent or guardian suspects bullying, they may report it via written note or e-mail to the dean of students.
- 3) Any staff member who witnesses or receives any report of bullying must notify the dean of students as soon as possible, and in any event within one school day after the staff member witnesses or receives a report of bullying.
- 4) All reports will be documented and maintained for the duration of the student’s tenure at the school.
- 5) The school will maintain a list of the number of confirmed acts of bullying, without specific names. The school will make the list available upon request and will provide the number of confirmed acts of cyber bullying as required to the State Department of Education.

Investigation

- 1) As with any situation involving a serious breach of school culture and the Code of Conduct, the dean of students will take action to investigate the report of bullying. As bullying is prohibited by the Code of Conduct, it is important to note that this applies to activity on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the school, or through the use of an electronic device owned, leased or used by the school, online or otherwise outside of the school setting if the bullying creates a hostile environment at school for the scholar against whom the bullying was directed, infringes on the rights of that scholar, or substantially disrupts the education process or the orderly operation of the school.
- 2) The dean of students will investigate, in a timely fashion, parents’ reports and will review students reports, anonymous or otherwise, to determine the proper action.
- 3) The dean of students will question the reporting student or parent about specific details, which may include date of incident, time, location, and what was said or done to the student being bullied. If the reporter is anonymous, the dean of students will question those who are listed in the report. No disciplinary action will be taken solely on the basis of an anonymous report.
- 4) The dean of students will then meet with and question the student(s) accused of bullying, as well as the student(s) being bullied.



- 5) The dean of students or his/her designee will call the parents or guardians of the students involved in verified incidents of bullying and inform them of the incident(s), the school's response, and any consequences that may result from further acts of bullying within 48 hours after the completion of the investigation. Parents or guardians of scholars against whom the bullying was directed will be invited to a meeting to discuss the measures being taken by the school to ensure the safety of their scholar and policies and procedures in place to prevent further acts of bullying. Parents or guardians of scholars who committed the bullying will be invited to a separate meeting to discuss specific interventions undertaken by the school to prevent further acts of bullying.
- 6) At the discretion of the dean of students or his/her designee, the parents of both parties may be requested to come in and meet with the dean of students and Social Worker for mediation.

Intervention and Prevention

A. Intervention

- 1) The school will promote the use of interventions that are least intrusive and most effective, and will develop case-by-case interventions for addressing repeated acts of bullying against a single individual or recurring bullying incidents perpetrated by the same individual. Intervention may include, but not limited to the following:
 - As the situation may warrant, the school may provide counseling or refer students to outside counseling to address the needs of the victim(s) of the bullying.
 - As the situation may warrant, the school may provide or refer out for counseling and support to address the behavior of the students who bully (*e.g.*, empathy training, anger management, and social skills), and will take other disciplinary measures as appropriate.
 - The school will monitor each individual situation to ensure that the bullying ceases for individual victims and on a school-wide basis.
 - Disciplinary sanctions and consequences will be commensurate with the situation.
 - The school will notify the appropriate law enforcement agency if principal or designee believes the acts of bullying constitute criminal conduct.

B. Prevention

Consistent with Achievement First's values orientation and ongoing character education, the school will send consistent messages to students throughout the school year that bullying is not part of our school's culture and will not be tolerated. Prevention may include, but it not limited to, the following:

1. The school will maintain rules prohibiting bullying, harassment and intimidation and will establish appropriate consequences for those who bully other students.
2. The school prohibits discrimination and retaliation against any individual who reports or assists in the investigation of an act of bullying.



3. As part of our regular character education program, the school will provide advisory time and age appropriate curricula for all classes to discuss bullying in school and the effects of it.
4. The school will implement an on-going cyber safety curriculum to ensure that students are knowledgeable about how to safely interact online.
5. The school will work to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
6. The school will discuss values with parents during orientations.
7. The school's Friday PD program will contain a time to discuss promoting positive school culture including character development and bullying prevention training.
8. The school will use common time with students to discuss cyber safety and cyber bullying issues with students.
9. The school will host tech sessions to teach parents how to monitor their children's behavior on the Internet and their phones.