



## SCPA Bullying Procedures

Students are encouraged to report all instances of bullying to any adult staff member, security, or administrator. Staff in turn immediately complete the SCPA Incident Report form found in the Main Office for immediate attention and follow-up by administration.

Administration conducts an immediate investigation based on the information provided in the Incident Report form/District Bully Button. Parents of all students involved in a bullying situation are contacted and informed of the allegations being made. We as a school/district consider bullying/intimidation/harassment a very serious offense and take these allegations very seriously and take immediate action to intervene and resolve the issue.

Reported bullying incidents are logged in the student management system to monitor and refer to in the future if necessary. Administration will also follow up with parents by providing a written notice of our district's/schools' Bullying Policy.

### **Procedure for the Student Who may be a victim of bullying behavior:**

1. The person who witnessed or was told about the bullying behavior will inform the teacher or appropriate staff of the incident(s) immediately and fill out the **bullying report form (incident report form)**.
2. **Staff members will immediately investigate and document.**
3. A teacher or administration will conference privately with the student that may be a victim of bullying behavior. Staff will follow-up with the child for the next 2-3 days to see if the bullying behavior has stopped and to see if there are other interventions needed. More regular follow-ups may be needed.
4. If there are multiple students involved, across grade levels, or the investigation becomes too time-consuming, then the investigation will be taken over by the administration.
5. The same staff member who investigated will inform any other parties involved with the student who may be working with them or in different settings with them at school within 24 hours by email, including the administrator. Provide more regular check-ins with students to ensure safety.
6. Inform the parent of the student that may be a victim of bullying behavior on the day of the investigation.



## Procedure for the Student Who is Showing Bullying behaviors to Others:

Teacher &/or Administrator:

1. Investigates privately (away from other children) & recommends/informs of the consequence...
  2. The teacher/ administrator who investigated and gave the consequence will verbally inform (by phone call or in person) the parent of the child with bullying behaviors within 24 hrs.
  3. If a consequence is assigned, it will be documented in the district student management system.
  4. Follow-up with the student showing bullying behaviors.
  5. **The bullying report form will be given to the principal/office after investigation and within 24 hours of notification of the bullying incident.**
  6. **Reports of bullying will be documented here: [Bullying Allegation Reporting Form](#) by the administration.**
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### **Bullying -- Harassment — Intimidation — Sexting**

All communication in the school is to be conducted with respect. Students must not use words (written, verbal, electronic), gestures, photographic images, drawings, or any form of communication to intimidate, harass, bully, or threaten harm to another person based on race, gender, religious beliefs, nationality, disability, or sexual orientation. Appropriate discussions of these issues, in the classroom or other school settings, are encouraged. Bullying, harassment, intimidation, or sexting means any repeated written, verbal, graphic, or physical act that a student or group of students exhibit toward another particular student or students, including within a dating relationship, or toward school personnel; and the behavior both:

- A. Causes mental or physical harm to the other students/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of personal property, and
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students/school personnel.

In accordance with CPS' Board Policy No. 5517.01, Bullying And Other Forms Of Aggressive Behavior

The principal, finding a student has committed, attempted to commit, aided or abetted the commission of, conspired to commit, or participated in any manner, even though

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unaccomplished in the commission of any of the *above Category 3* offenses, will submit a recommendation to the Superintendent that the student be referred to the Alternative to Expulsion program. The principal will immediately notify police when a criminal offense in this category is committed.

The process for assigning students to Alternative to Expulsion (A2E) and Alternative to Suspension (A2S) programs through the superintendent's office is described in the Alternative to Suspension and Expulsion document.