

**Process for Campus
Prevention**

Principals are expected to implement schoolwide, classroom, and individual systems to teach and support positive student behaviors and to provide appropriate consequences for misbehaviors. All staff members will participate in the process of implementing a system for consistently teaching respectful behavior, preventing and stopping bullying and harassment on their campus, and encouraging reporting of such behavior, including how to respond to complaints [see FFH(LOCAL) and FFI(LOCAL)].

1. Principals will be responsible for establishing and maintaining the following:
 - a. **Statement of Purpose:** A brief and positive statement describing the school's purpose and approach to teaching and learning, behavior, and expected outcomes for all students and staff.
 - b. **Initial and Ongoing Assessment of Needs:** Ongoing data collection and analysis to assess campus behavior patterns. Data may include discipline records, school surveys, police reports, and office referrals. Counselors and administrators will communicate regularly about threats to students' safety including actions taken concerning complaints filed, students at risk for violence that have not been filed upon, and other safety concerns.
 - c. **Schoolwide Behavioral Rules or Expectations:** A brief and clearly stated list of expected behaviors based on the commonly occurring problem behaviors. Expectations for high standards of behavior and teaching of respectful behaviors will be reinforced continually throughout the year. To promote a safe and respectful school environment, students will be taught how and encouraged to speak up on behalf of other students who are targets of bullying, harassment, or otherwise harmful behavior by telling the bully/harasser to stop when it is safe to do so or by getting help from school personnel.
 - d. **Procedures for Teaching Expected Behavior:** Practices that inform students of expected behaviors, demonstrate what expected behaviors look like, and allow students to practice expected behavior skills including how to intervene safely on behalf of others and how to get help from school personnel.
 - e. **Procedures for Encouraging Expected Behavior:** System of social acknowledgment and interaction between the

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student and the school that provides incentives to encourage students to use pro-social skills in their own relationships and to help others in need.

- f. Procedures for Discouraging Problem Behavior: A continuum of procedures for discouraging problem behavior. Campuses will strive to create a climate of respect and inclusion by reducing the social acceptance of hurtful teasing, bullying, and harassment among students.

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All school personnel are expected to model respectful interaction with all students and staff, at all times. School personnel are expected to respond to bullying, dating violence, and harassment based on race, color, gender, national origin, disability, or religion immediately and in a manner consistent with these guidelines.

[See FFI(LOCAL) and FFH(LOCAL) for definitions of bullying, and prohibited harassment including sexual harassment, and dating violence]

Staff members who witness or are aware of incidents in which students are bullied or sexually harassed by school personnel should bring this to the attention of the principal or other appropriate District official immediately [see FFH(LOCAL) and FFI(LOCAL)].

Staff Member

A staff member who witnesses or learns of an incident of bullying, and prohibited harassment including sexual harassment, and dating violence between students occurring anywhere on campus should take the following actions:

1. Separate the targeted student from the accused student.
2. Speak with the targeted student and accused student(s) separately.
3. Speak with any bystanders who may have been present or involved. Encourage them to speak up directly on behalf of the target if they should witness further incidents or to get help from school personnel.
4. Administer logical and reasonable consequences to the accused student when appropriate, including but not limited to making a discipline referral.
5. Inform the targeted student of his or her right to file a complaint of bullying, and prohibited harassment including sexual harassment and dating violence with any school counselor or administrator.
6. Monitor the safety of the targeted student and increase supervision of the accused student as needed.

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Notification If the incident involved physical or sexual assault or threats, the staff member must notify the principal or designee and/or law enforcement agency immediately. This notification must be documented by submitting a complaint form to the principal or designee on behalf of the targeted student on the same day.

Counselor or Administrator A school counselor or administrator who learns of an incident of bullying or prohibited harassment including sexual harassment, and dating violence, or who receives a complaint from a student or staff member will meet with the targeted student privately and will assist the student in documenting the incident on a complaint form in order for the incident to be investigated by the principal or designee.

Assistance to Student Any student may request a complaint form at any time through any counselor or administrator. The counselor or administrator will assist the student in filling out the form. Complaint forms will not be removed from the office.

Investigation by the principal or designee: Upon oral or written notification of bullying or prohibited harassment including sexual harassment, and dating violence, the principal or designee is expected to take the following actions.

1. Separate the targeted student from the accused student.
2. Meet separately with the targeted student.
3. Review the student's complaint form or assist the student in documenting the incident on a complaint form during the meeting.
4. Further investigate the complaint by speaking with the accused student and any bystanders separately.
5. If the assessment by the principal or designee determines that the incident involved physical or sexual assault or threats, notify the SLO immediately and take the following actions.

Interventions Intervention by the principal or designee with the targeted student will include the following:

1. Conference with the targeted student and parent.
2. Identify actions that can be taken to increase the targeted student's safety and ability to participate in school without fear or intimidation.
3. Inform the student and parent of school and community resources as needed, including their right to file charges or seek legal protection.

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4. Encourage the student to report further incidences.
5. Inform the targeted student of his or her right to request a "Stay Away Agreement" [see FFH(EXHIBIT)]. If the student declines, document on the complaint form.
6. For situations also involving sexual harassment, inform the targeted student of his or her right to file a complaint alleging sexual harassment directly with the Title IX Coordinator. A complaint may also be filed with the Office for Civil Rights [see FFH(EXHIBIT)].
7. Monitor the targeted student's safety as needed.
8. Document the meeting and any action plans on the complaint form.
9. Store all complaint forms in a separate, confidential file and document subsequent follow-up actions and complaints in the space provided on the complaint form. All documentation and records will be retained in accordance with FFH(LOCAL) and forwarded to any District campus in which the accused student enrolls.

Intervention by the principal or designee with accused student will include the following:

1. Conference with the accused student and parent.
2. Emphasize expectations for positive behavior and provide education.
3. Identify disciplinary and other actions and consequences that will be taken to prevent further incidents.
4. Inform the student and parent of help and support available at school or in the community as needed.
5. Address the seriousness of retaliation against the targeted student for reporting the incident or cooperating with the investigation.
6. Increase supervision of the accused student as needed.
7. Document the meeting and action plans in the space provided on the complaint form.

Additional intervention options as deemed necessary by the principal or designee may include:

1. Administering a "Stay-Away Agreement" [see FFH(EXHIBIT)] in the conference with the accused student and parent. A

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“Stay-Away Agreement” will be attached to the complaint form in the file.

2. Taking other action in accordance with the District student management plan.

**Principal’s
Responsibilities:
Bullying, Sexual
Harassment, and
Dating Violence**

The principal must inform students, parents, and school personnel of a student’s right to make a complaint for incidents of bullying, prohibited harassment including sexual harassment, and dating violence. Students will understand how to file a complaint. School personnel will understand how to respond to incidents and reports. Complaint forms will be available from any school counselor or administrator. Completed complaint forms must be filed in a secure location in the campus administrative office. These files must be made available to the Title IX coordinator or designee upon request.