



REACH Leadership *STEAM* Academy
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REACH BULLYING PREVENTION POLICY & ACTION PLAN

The REACH Leadership STEAM Academy School District believes that all students have a right to a safe and healthy school learning environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance.

The REACH Leadership STEAM Academy School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The REACH Leadership STEAM Academy School District expects students and/or staff to immediately report incidents of bullying to the Director, Vice Principal, disciplinarian or admin designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

HOW TO REPORT BULLYING

1. Communicate your concern to a teacher, disciplinarian, principal, or assistant principal. All complaints of bullying shall be forwarded to a site administrator.
2. Fill out the Notification of Harassment/Bullying form located in the front office or in classrooms.
3. Turn in the completed form and your school site administrator will contact you.
4. If you have any questions, please contact us at (951) 275-8820.

To ensure bullying does not occur on school campus, the REACH Leadership STEAM Academy School District will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Responsibilities of Employees

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.



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Employees who receive reports of bullying or observe an act of bullying should immediately stop the behavior and inform the Director, Vice Principal, disciplinarian or admin designee.

It is the responsibility of the employee, regardless of whether a student has complained, asked the school to take action, or identified the harassment as bullying to report the incident.

Administrative Review and Procedure

A) Investigation

All matters regarding bullying should be thoroughly investigated within five days of the initial report. The student accused of bullying should be informed of the investigation and given the opportunity to present his/her version of the situation and to identify witnesses on his/her behalf. Parents of both the accused and the student filing the complaint should be contacted as appropriate.

B) Establishing School Jurisdiction

School jurisdiction shall be established for an allegation of bullying when it is determined to be related to school activity and one of the following conditions are met:

1. The incidents occurred at school
2. The incidents occurred at a school activity
3. The incidents occurred while en route to or from school or a school activity
4. The incidents occurred via electronic communications and resulted in:
 - a. disruption of the school's educational program
 - b. The creation of a hostile learning environment for one or more students
 - c. a negative impact on one or more students' attendance

C) Cyberbullying

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Director, Vice Principal, disciplinarian or admin designee also may file a complaint with the Internet site or service to have the material removed.

D) Confidentiality



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Reasonable efforts will be made to keep a report of bullying and the results of the investigation confidential. Witnesses should be informed of the confidential nature of the investigation and should be asked to refrain from disclosing the nature of the investigation to others.

E) Corrective Action/ Discipline

Upon completion of the investigation, the Director, Vice Principal, disciplinarian or admin designee should determine the appropriate action, if any, to take. Corrective action may include, but not be limited to, counseling, warning, or initiating disciplinary procedures up to and including suspension, or expulsion against the offending student. Corrective action should be designed to prevent reoccurrence of the bullying. All corrective actions shall be recorded in the Student Information System.

Follow-up

The site administrator will ensure that students and their families know how to report subsequent problems, and conduct follow-up inquiries to determine if there have been any instances of retaliation and respond promptly to address continuing or new problems.

REACH Leadership STEAM Academy has adopted a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the Director, Vice Principal, disciplinarian or admin designee. Student Bullying Report forms are available in the front desk for parents and students to fill out.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Director or Vice Principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or



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information packet, as part of new student orientation, and as part of the school system's notification to parents.

- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.