

## Bennett Valley Union School District Student Conduct Manual

We are proud of our students! Bennett Valley students are generally well behaved, courteous, and at school for the purpose of learning. The faculty and staff celebrate the parent and student support of our schools. Please read the behavioral code, expectations, discipline protocol, and school rules and discuss them with your child. When you have finished, please sign the parent and have your child sign the student signature portion of the **Back to School Documents Form** and return it to the teacher.

### BENNETT VALLEY BEHAVIOR CODE: BE SAFE, BE RESPECTFUL, BE RESPONSIBLE

#### Student Discipline and the Maintenance of a Positive School Culture

***District Philosophy:** The goal of a student discipline plan is to maintain a positive, safe and secure school culture. A comprehensive student discipline plan endeavors to foster the behavior and skills, in a developmentally appropriate manner students will utilize throughout their lives as responsible people in a democratic society. Discipline is not about punishment. It is to be instructive so that the child learns the skills to make positive choices in the present and future. We intend for our students to remain safe, respectful to others, and responsible for their behavior and decisions. Further, we endeavor to build and maintain a nurturing school climate that is welcoming, fosters a sense of belonging and mutual respect, and eliminates behaviors such as bullying and teasing that can negatively affect a child's sense of joy about being at school.*

*Bennett Valley students can and do behave in a responsible and respectful manner the majority of the time. Students feel safe and secure at school when they and others follow the rules and clear consequences are outlined and enforced. A school wide discipline plan is most effective, and students feel most secure, when they understand the expectations so well that they know what the consequences will be before choosing to commit an infraction of the rules. Students feel comfortable at school when their parents and teachers show clearly that they believe in them and support them in being responsible for the rules. Our principals and teachers instruct the students in the rules and consequences at the beginning of each school year and assist students in building life skills throughout the year.*

***Serious Infractions and Consequences: Suspension and Expulsion:** The big four offenses leading to suspension are fighting, harassing, disrupting classroom learning, and possession of a weapon or other dangerous object. Also, a student may be suspended or expelled for committing any of the acts enumerated in California Education Code [48900](#) (displayed in the link) if the act is related to a school activity, is committed anytime while on school grounds, going to or coming from school, during the lunch period on or off campus; during or while going to, coming from, or during a school-sponsored activity.*

**What is Expulsion?** When a crime is committed, the police are called in and the student is suspended (excluded) from school pending the outcome of an expulsion hearing. An expulsion takes place in at least two parts. First the child and his/her parents appear at a hearing before an administrative panel. Second, the Board of Trustees acts on the recommendation of the administrative panel. The Board can uphold the recommendation as written or with modifications, or the Board can reject the recommendation and institute a different consequence within legal limitations. Public school districts may not accept the enrollment of a child expelled by another public school district during the term of expulsion without a board hearing. Ed. Code 48900.8 requires that each offense committed by a child that results in suspension and/or expulsion be identified by offense committed in the child's permanent school record.

**Willful Misconduct and Vandalism:** Did you know that parents are held financially responsible for the vandalism committed by their minor children? Education Code section 48904 provides that the parent or guardian is liable for all damages caused by the willful misconduct of their minor children that results in

2. the injury or death of any pupil, school district employee, private school employee, or school volunteer.
3. any damage to real or personal property belonging to the school district or private school, or personal property belonging to a school employee.

The liability limit for parents for the willful misconduct of their minor children is adjusted each year by the State Superintendent of Public Instruction to reflect Federal guidelines and is anticipated to be approximately \$25,000 per incident for 2016-17. Also, parents/guardians are liable for any reward up to \$10,000, paid by local agencies for information leading to the identification and apprehension of their child who willfully damaged or destroyed property, or whose willful misconduct resulted in injury or death to any person. The main sources of expensive vandalism on our sites result from skateboarding, graffiti, petty vandalism, and "mud ball" (playing on the fields when they are closed due to saturation and damaging the turf and/or irrigation system through sliding on it until it becomes muddy). Parents will be held financially liable for damage their children do to school property when engaged in these activities, even if their child is not a current student at the school he/she has damaged. Please help us keep our schools safe by calling the RESCQ (Redwood Empire Schools' Care Quest) line at 1-877-570-7770, 24 hours per day, to report school arson, vandalism, bomb threats, violence against students or staff, and weapons on campus. There is a reward of up to \$1,000 offered to persons who provide information leading to the arrest and conviction of perpetrators of crimes on campus.

**Withholding Grades, Diploma, or Transcripts:** When school property has been willfully damaged or not returned upon demand, the principal or designee shall inform the parent/guardian in writing of the responsible student's alleged misconduct and the reparation that may be due. Grades, transcripts, and/or promotion certificates may be withheld until the reparation is made. If the student and parent/guardian are unable to pay for the damages or return the property, the principal or designee shall provide a program of voluntary work for the student to do. When this voluntary work is completed, the student's grades, promotion certificate and or transcripts shall be released (Ed Code 48904). When a student from whom the district is withholding grades, diploma, or transcripts transfers to another district, this information shall be sent to the new district with the student's records and a request that these items continue to be held until the new district receives notification that the debt has been cleared.

**Tobacco Use is Prohibited:** Tobacco use of any kind is prohibited all hours, on all days of every year on all campuses of the Bennett Valley Union School District.

**Skateboards: Skateboarding, skating, and rollerblading is prohibited on our school campuses by anyone at any time.** There are city ordinances, Board Policies, and state laws prohibiting skateboarding in specified locations to protect the public interest and investment in these facilities due to the damage these activities can cause to school facilities. Students may ride skate boards and skates to school and then check them into the office and change into street shoes when stepping on the campus.

**GENERAL SCHOOL RULES: BE SAFE BE RESPECTFUL BE RESPONSIBLE**

Specific behavior expectations for areas throughout the school are listed on the following pages. In addition, please follow the rules below:

FOOD: CANDY and other non-nutritional foods are not allowed in the classrooms or only as determined by the classroom teacher.

RECESS SNACKS are to be eaten only in designated areas. CHEWING GUM is allowed only when provided by the teacher during state testing and is not allowed on campus at any other time.

TOYS, GAMES, AND SPORTS EQUIPMENT should not be brought to school or on the bus.

ELECTRONIC DEVICES: (music devices, electronic games, etc.) are not allowed at school or on the bus. Mobile communication devices: Per Board Policy 5131, students may not have mobile communication device for non- medical use at school unless parents have registered the student’s device on the appropriate agreement form which is signed by both the parent and the student. Violations of this policy lead to disciplinary referrals. The agreement/registration form is available in the school office. The school is not responsible for loss or damage if toys, electronic devices, cell phones, etc., are brought to school.

GLASS CONTAINERS are not allowed.

SPITTING is prohibited.

PLAYING on the fields when saturated, muddy, or closed is not allowed.

DISPLAY OF GANG AFFINITY, i.e., gang clothing, symbols, styles, and/or signing or signaling is not allowed.

SKATEBOARDS, SKATES, WHEELED SHOES, HOVER BOARDS, HEELIES, AND SCOOTERS are not allowed to be used on campus. (Santa Rosa City Code, Section 9.22.020). They may be ridden to school and checked into the office.

**BENNETT VALLEY UNION SCHOOL DISTRICT: BEHAVIORAL EXPECTATIONS**

<i>Area</i>	<i>Be Safe</i>	<i>Be Respectful</i>	<i>Be Responsible</i>
<b>All School Areas</b>	<ul style="list-style-type: none"> <li>○ Walk facing forward.</li> <li>○ Keep hands, feet, and objects to yourself.</li> <li>○ Get adult help for accidents and spills.</li> <li>○ Use all equipment and materials appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>○ Use kind words and actions.</li> <li>○ Use a respectful tone of voice.</li> <li>○ Wait for your turn.</li> <li>○ Clean up after yourself.</li> <li>○ Respect the property of others.</li> <li>○ Follow adult directions without argument.</li> </ul>	<ul style="list-style-type: none"> <li>○ Follow school rules.</li> <li>○ Remind others to follow school rules.</li> <li>○ Solve problems and conflicts effectively.</li> <li>○ Take care of personal belongings and school equipment.</li> <li>○ Be honest.</li> <li>○ Use restrooms and get drinks at appropriate times.</li> </ul>
<b>Arrival</b>	<ul style="list-style-type: none"> <li>○ Walk bikes.</li> <li>○ Use crosswalks &amp; bike lanes.</li> <li>○ Use crossing guards.</li> <li>○ Put backpacks in designated area.</li> <li>○ Go to assigned, supervised area promptly.</li> <li>○ Stay out of parking lots.</li> </ul>		<ul style="list-style-type: none"> <li>○ Secure bikes appropriately.</li> <li>○ Arrive before freeze bell or first bell to be on time to class.</li> <li>○ Report to office if arriving late.</li> </ul>
<b>Line Behavior</b>	<ul style="list-style-type: none"> <li>○ Keep hands, feet and objects to yourself.</li> <li>○ Stay aligned.</li> <li>○ Pay attention.</li> </ul>	<ul style="list-style-type: none"> <li>○ Allow personal space.</li> <li>○ Use a quiet voice.</li> <li>○ Walk around class lines.</li> </ul>	<ul style="list-style-type: none"> <li>○ Pay attention to staff directions.</li> </ul>

<i>Area</i>	<i>Be Safe</i>	<i>Be Respectful</i>	<i>Be Responsible</i>
	<ul style="list-style-type: none"> <li>○ Face forward.</li> </ul>		
<b>Halls, Passing Areas, Breezeways &amp; Sidewalks</b>	<ul style="list-style-type: none"> <li>○ Walk appropriately to the right side except when directed.</li> <li>○ Walk with a buddy (K- 4).</li> <li>○ Allow others to pass.</li> <li>○ Open doors slowly &amp; safely.</li> <li>○ Be aware of opening doors.</li> <li>○ Hold playground equipment.</li> </ul>	<ul style="list-style-type: none"> <li>○ Hold the door open for the person behind you.</li> <li>○ Use quiet voices.</li> <li>○ Be mindful of classes in session.</li> </ul>	<ul style="list-style-type: none"> <li>○ Stay on sidewalks.</li> <li>○ Go directly to your destination.</li> <li>○ Do not disturb plants or landscaping.</li> <li>○ Keep hands and feet off building walls, windows and gutters.</li> <li>○ Pick up litter.</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>○ Keep feet on floor.</li> <li>○ Keep water in the sink.</li> <li>○ Wash hands.</li> <li>○ Put trash in the garbage can.</li> </ul>	<ul style="list-style-type: none"> <li>○ Knock on the stall door before entering.</li> <li>○ Give people privacy.</li> <li>○ Use quiet voices.</li> <li>○ Open and close doors quietly.</li> <li>○ Be mindful of classes nearby.</li> </ul>	<ul style="list-style-type: none"> <li>○ Use for restroom use only (no visiting or hanging out)</li> <li>○ Flush toilet after use.</li> <li>○ Return to class promptly.</li> <li>○ Use restrooms at appropriate times.</li> <li>○ Report problems to an adult.</li> </ul>
<b>Playground Recess</b>	<ul style="list-style-type: none"> <li>○ Walk to and from the playground.</li> <li>○ Stay within boundaries and in sight of supervision.</li> <li>○ Act safely with respect to other games and activities around you.</li> <li>○ No pretend fighting, rough housing, or tackling.</li> <li>○ Use equipment safely &amp; appropriately.</li> <li>○ Throw only balls.</li> </ul>	<ul style="list-style-type: none"> <li>○ Play fairly.</li> <li>○ Include everyone.</li> <li>○ Use kind words and actions.</li> <li>○ Use a respectful tone of voice.</li> </ul>	<ul style="list-style-type: none"> <li>○ Follow rules specific to the area.</li> <li>○ Freeze and be quiet at the freeze bell</li> <li>○ When recess is over, hold equipment and walk to class.</li> <li>○ Return all equipment to its proper place.</li> <li>○ Stay off the field when it is wet or closed.</li> </ul>
<b>Lunch Areas</b>	<ul style="list-style-type: none"> <li>○ Keep all your food to yourself.</li> <li>○ Sit with feet on floor, bottom on bench, and facing table.</li> <li>○ Carry food tray with both hands.</li> </ul>	<ul style="list-style-type: none"> <li>○ Allow anyone to sit next to you.</li> <li>○ Use quiet voices.</li> </ul>	<ul style="list-style-type: none"> <li>○ Get all utensils, milk, etc. when first going through line.</li> <li>○ Sit and eat in designated areas.</li> <li>○ Clean up after yourself.</li> <li>○ Dispose of all trash and recycling appropriately.</li> <li>○ Raise hand and wait to be excused.</li> <li>○ Leave lunch box in designated area.</li> <li>○ Bring healthy meals.</li> </ul>
<b>Inside Recess</b>	<ul style="list-style-type: none"> <li>○ Walk.</li> <li>○ Stay in your classroom unless given permission by school staff.</li> <li>○ Use classroom materials safely.</li> <li>○ Stay inside room away from door.</li> </ul>	<ul style="list-style-type: none"> <li>○ Keep hands, feet, and objects to oneself.</li> <li>○ Use quiet voices.</li> <li>○ Use polite language and a respectful tone of voice.</li> </ul>	<ul style="list-style-type: none"> <li>○ Follow rules and behavioral expectations at all times, even when school staff is not present.</li> <li>○ Clean up promptly.</li> </ul>

<b>Area</b>	<b><i>Be Safe</i></b>	<b><i>Be Respectful</i></b>	<b><i>Be Responsible</i></b>
<b>Study Hall, School Clean-up Duty, &amp; Detention</b>		<ul style="list-style-type: none"> <li>○ Remain silent.</li> <li>○ Raise your hand for help.</li> <li>○ Keep eyes on your own work.</li> <li>○ Clean up after yourself.</li> </ul>	<ul style="list-style-type: none"> <li>○ Report on time.</li> <li>○ Bring necessary books &amp; materials.</li> <li>○ Present paperwork.</li> <li>○ Remain in your seat until excused.</li> <li>○ Work independently.</li> <li>○ Do assigned work without argument.</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>○ Use books carefully and appropriately.</li> <li>○ No food, gum, candies, or drinks allowed in library.</li> <li>○ Sit properly.</li> <li>○ Push chairs in when leaving seat.</li> </ul>	<ul style="list-style-type: none"> <li>○ Keep the library calm and quiet.</li> <li>○ Use whisper voice only.</li> <li>○ Move slowly and carefully.</li> <li>○ Wait for instructions before beginning library activities.</li> <li>○ Minimize interactions with others (no socializing).</li> </ul>	<ul style="list-style-type: none"> <li>○ Listen to and follow teacher and librarian instructions carefully.</li> <li>○ At the end of class, return everything to its proper place.</li> <li>○ Bring needed book, materials, work.</li> <li>○ Return books before or on due date.</li> <li>○ Use shelf markers.</li> </ul>
<b>Computer Lab</b>	<ul style="list-style-type: none"> <li>○ Use equipment safely, carefully, and appropriately.</li> <li>○ No food, gum, candy, or drinks in the lab.</li> <li>○ Sit properly in the chairs.</li> <li>○ Push chairs in when leaving seat.</li> </ul>	<ul style="list-style-type: none"> <li>○ Use inside voice.</li> <li>○ Move slowly and carefully around lab.</li> <li>○ Wait for teacher's instructions before touching or operating equipment.</li> </ul>	<ul style="list-style-type: none"> <li>○ Follow teacher's instructions carefully.</li> <li>○ Follow "Internet Agreement" rules.</li> <li>○ Report any program or equipment problems (only staff fix computers).</li> <li>○ At the end of class, return everything to its proper place.</li> </ul>
<b>Assemblies &amp; Special Events</b>	<ul style="list-style-type: none"> <li>○ Keep hands, feet, and objects to yourself.</li> <li>○ Wait for seating and dismissal instructions.</li> </ul>	<ul style="list-style-type: none"> <li>○ Allow for personal space.</li> <li>○ Use audience manners: Applaud appropriately No whistles, hollering, or whoops Listen quietly and attentively Ask questions at appropriate times</li> <li>○ Leave hats in classroom.</li> </ul>	<ul style="list-style-type: none"> <li>○ Sit school-style.</li> <li>○ Listen attentively.</li> <li>○ Use your quiet voice.</li> </ul>
<b>Classrooms</b>			<ul style="list-style-type: none"> <li>○ Arrive on time and ready to work.</li> <li>○ Bring all required materials to class.</li> <li>○ Follow class rules, teacher directions.</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>○ Stay in designated area.</li> <li>○ Communicate emergencies quickly and calmly.</li> </ul>	<ul style="list-style-type: none"> <li>○ Wait your turn.</li> <li>○ Wait until the Office Manager acknowledges you before starting to talk (don't interrupt).</li> <li>○ State your purpose politely.</li> </ul>	<ul style="list-style-type: none"> <li>○ Use an office pass.</li> <li>○ Be prepared with whatever you need for your business at the office.</li> </ul>
<b>Dismissal</b>	<ul style="list-style-type: none"> <li>○ Use sidewalks and crosswalks.</li> <li>○ Follow directions given by crossing guards.</li> <li>○ Wait quietly in designated areas.</li> <li>○ Stay out of parking lots.</li> <li>○ Stay away from the curb.</li> <li>○ Report to office after supervision.</li> </ul>	<ul style="list-style-type: none"> <li>○ Walk.</li> <li>○ Keep hands, feet, and objects to yourself.</li> <li>○ Use quiet voices.</li> </ul>	<ul style="list-style-type: none"> <li>○ Leave school promptly.</li> <li>○ Go to designated area promptly.</li> </ul>
<b>Bicycles</b>	<ul style="list-style-type: none"> <li>○ Walk bikes on school grounds.</li> <li>○ Wear helmets.</li> <li>○ Use crosswalk.</li> <li>○ Secure bicycle in designated area.</li> <li>○ No loitering after school.</li> </ul>	<ul style="list-style-type: none"> <li>○ Walk bike in front of school when others are on sidewalks.</li> </ul>	
<b>Bus</b>	<ul style="list-style-type: none"> <li>○ Follow all bus rules.</li> </ul>	<ul style="list-style-type: none"> <li>○ Treat driver and others politely.</li> </ul>	<ul style="list-style-type: none"> <li>○ No gum or electronics.</li> </ul>

***Behavior and Consequence Continuum: Be Safe, Be Respectful, Be Responsible***

Behavior Intensity	Examples of Behaviors	Handled in:	Consequences
Level 1 Appropriate	Following school staff directions Treating others with respect Using things appropriately Cooperating with others Following school routines and rules Doing your best Solving problems and conflicts effectively	Class	Praise Call to parents Recognition program Positive reinforcement Privileges Public recognition
Level 2 Low	Complaining Not attending to the task Taking too long to get materials Tattling Interrupting/talking Inappropriate tone of voice Crumpling paper Not following procedures and routines	Class	Guidance Planned ignoring of behavior Reinforce acceptable behavior Restating expectations Limit setting Praise, prompt, and leave Problem-solving Reprimand Time-out/benching Natural consequences (removal from activity, cleaning up after self, etc.)
Level 3 Medium	Repeating behavior even after 2 warnings Name calling (low level) Misusing materials Not following school staff prompt Out of the assigned area (less than 4 min.) Play fighting, rough- housing, tackling In hall without a pass Disrupting class (minor/short term)	Class	Time-out Logical consequences Call home or conferences Behavior improvement plan Detention
Level 4 High	Minor hit, kick, shove, bump, etc. Damaging materials (low level) Swearing (medium level) Name-calling (high level) Out of assigned area (4 minutes or more) Disrespect to an adult Challenge to fight Disrupting class (medium/ongoing)	Class or Office	Extended time out Call home or conference Behavior improvement plan Detention/school clean-up Child Behavior Support Team SST (Student Study Team)
Level 5 Suspension	Fighting Major hit, kick, shove, bump, etc. Damaging property, vandalism (minor) Attempting to injure another Not following a school staff directive Continuing behavior even after 2 detentions for the same infraction Disrupting class (severe/ongoing)	Class	Detention Teacher suspension -ref. Ed Code 48910 Parent shadow School suspension (administrator) -ref Ed Code 48900 Behavior improvement plan SST
Level 6 Illegal	Physically injuring another Possessing a controlled substance Possessing, using, or selling a weapon, or dangerous object Threatening another	Class	School Suspension (administrator) -ref Ed Code 48900 Legal intervention

\*Consequences are developmentally-appropriate to the age of the student. The consequences are progressive—increasing with severity and frequency of the infractions committed. Consequences are designed to assist and instruct the child in making positive behavior choices in the future. A more severe offense warrants a more severe consequence, even upon the first offense. The administration and faculty periodically revisit and revise the discipline plan as needed.

Behaviors considered “Levels 1-3” will be handled in class by the teacher for positive recognition (Level 1) or consequence (Levels 2-3).

Infractions considered “Levels 4-6”. Level 4 infractions may be handled in class or the child may be sent to the office. It is up to the discretion of the teacher or supervisor, depending on the severity of the infraction committed. Students who commit Level 5-6 infractions will be sent to the principal or designee.

**Hate Crime Policy and Reporting Procedure:** The Governing Board is committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents if they occur.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. Such collaborative efforts shall focus on ensuring an efficient use of district and community resources, developing effective prevention strategies and response plans, providing assistance to students affected by hate-motivated behavior, and/or educating students who have perpetrated hate-motivated acts.

The district shall provide students with age-appropriate instruction that includes the development of social-emotional learning, promotes their understanding of and respect for human rights, diversity, and acceptance in a multicultural society, and provides strategies to manage conflicts constructively.

As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

The Superintendent or designee shall ensure that the rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident are provided to students and parents/guardians.

The Superintendent or designee shall provide staff with training on recognizing and preventing hate-motivated behavior and on effectively enforcing rules for appropriate student conduct.

### **Complaint and Reporting Process**

A student or parent/guardian who believes the student is a victim of hate-motivated behavior is strongly encouraged to report the incident to a teacher, the principal, or other staff member.

Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the principal or the compliance officer responsible for coordinating the district's response to complaints and complying with state and federal civil rights laws. As appropriate, he/she shall also contact law enforcement.

Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory, shall be resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures. If, during the investigation, it is determined that a complaint is about nondiscriminatory behavior, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

**Bullying and Cyber Bullying:** The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and is committed to provide a safe school environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code [48900](#). Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

### **Bullying Prevention**

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

Such instruction shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior  
(cf. [4131](#) - Staff Development)  
(cf. [4231](#) - Staff Development)  
(cf. [4331](#) - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.



## **Intervention**

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code [234.1](#))

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code [48900.9](#))

## **Reporting and Filing of Complaints**

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

## **Investigation and Resolution of Complaints**

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

## **Discipline**

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code [48900](#), may include suspension or expulsion in accordance with district policies and regulations.