



John C. Fremont Bully Prevention Coordinating Committee
Process for Bullying Incident Reports:
(CEC Section 234.1 Sec. 2 (b)(2-4c-f))

Bullying Incident Report Process

- Location of forms: Bullying Incident Report forms will be located in office, classrooms, handout to parents and on school website
 - Bullying Incident Report forms may be filled out by target or bystander who is: student, parent, teacher, administrator, or school personnel.
- Time line: all reports will be investigated in 4 school days and resolved within 10 school days.
- Investigation
 - Principal or Teacher Specialist will communicate with reporter, target, instigator, teacher, witnesses and parents individually. Traditional conflict resolution will not be applied for bullying situations, research indicates that it is unsuccessful and is not appropriate to ask target of abuse to sit down with person abusing them.
 - Principal and Teacher Specialist have discretion to consider previous behavior. If Bullying is determined: Principal or Teacher Specialist will meet with “person demonstrating bullying behavior” (PDB) and parents providing uniform, predictable, inevitable, immediate and escalating consequences indicated in Bullying Behavior Consequence Rubric.
 - Follow up: Reporter will receive follow up specifying determination of report. Specific consequences are private information but target will be informed that the situation has been addressed.
 - Target will be offered any support necessary to restore feeling of safety including counseling services. Target will be encouraged to report any repeat offense immediately.
 - Retaliation by PDB or on behalf of PDB will result in expulsion.
- Appeals Process
 - Reporter or person demonstrating bullying behavior (PDB) is provided equal opportunity to appeal in the case of new information not previously considered. This is done by filing a second Bullying Incident Report checking the appeal box and including new information.

Appeals will be reviewed by second administrator who did not conduct first investigation.

John C. Fremont Elementary Bullying Behavior Consequence Rubric

	Occurrence I	Occurrence II	Occurrence III	Occurrence IV
<u>Level A:</u> Verbal name calling, teasing, staring, gesturing, making rude noises	Blue Slip Notification to Parents	Blue Slip (Several Days) Notification to Parents Think Through Worksheet	Alternative to Suspension: Saturday School Phone Call to Parents Think Through Worksheet	Suspension Phone Call to Parents Think Through Worksheet
<u>Level B:</u> Making threatening gestures, spreading rumors, staking, rejecting, gossiping	Blue Slip (Several Days) Notification to Parents Think Through Worksheet	Alternative to Suspension: Saturday School Phone Call to Parents Think Through Worksheet	Suspension Phone Call to Parents Think Through Worksheet	Suspension (Several Days) Meeting with Parents Fremont Behavior Contract
<u>Level C:</u> Making threats, blackmailing, manipulating friendships, defaming, extorting, terrorizing, humiliating	Alternative to Suspension: Saturday School Phone Call to Parents Think Through Worksheet	Suspension Phone Call to Parents Think Through Worksheet	Suspension (Several Days) Meeting with Parents Fremont Behavior Contract	Suspension (Several Days) Behavior Contract Meeting with Parent and GUSD Student Services with possible Expulsion
<u>Level D:</u> Strangling, punching, kicking, fighting, beating, spitting, hitting, kicking, destroying property, tripping, shoving	Suspension Phone Call to Parents Think Through Worksheet	Suspension (Several Days) Meeting with Parents Fremont Behavior Contract	Suspension (Several Days) Meeting with Parent and GUSD Student Services with possible Expulsion	Expulsion with Student Services Hearing

*Occurrences are separate incidents. Retaliation for reporting is grounds for expulsion.

**K-1st may be given additional warnings.

***Students with disabilities have additional due process protections available.

Consequence Authority:

Glendale Unified School District AR 5144.1 Grounds for Suspension and Expulsion

A.1 (p) Has intentionally engaged in harassment, threats, bullying, or intimidation directed against a student or group of students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment.
(Education Code, Section 48900.4) California Education Code Section 234, 234.1, 234.2 and 234.4)

California Education Code, Section 48900:

Bullying/Harassment

Education Code [48900](#) (2008) permits a student to be suspended from school or recommended for expulsion for engaging in acts of bullying.

Education Code [48900.4](#) (2008) allows a student to be suspended or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has intentionally engaged in harassment, threats or intimidation, directed against school district personnel or pupils "that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment."

Sexual Harassment

Education Code [48900.2](#) (2008) permits a student to be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has committed sexual harassment, as defined in Education Code [212.5](#).

Cyber Bullying

Education Code [48900](#) (2008) permits a student to be suspended from school or recommended for expulsion for engaging in acts of bullying, including bullying committed by means of electronic acts.

Education Code [32261](#) (no date available) defines "electronic act" as "the transmission of a communication, including, but not limited to, a message, text, sound or image by means of an electronic device, including but not limited to a telephone, wireless telephone or other wireless communication device, computer or pager."

Hazing

Education Code [48900.2](#) (2008) permits a student to be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has engaged in or attempted to engage in hazing. "Hazing" is defined as a method of means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil." For the purposes of this statute, "hazing" does not include athletic events or school-sanctioned events.



- INITIAL
- APPEAL
- RETALIATION

**John C. Fremont Elementary
BULLYING INCIDENT REPORT**

Date Filed: _____ Name of Reporter: _____

The reporter is a: Student Parent Teacher Administrator Other: _____

The reporter believes bullying and/or harassment has occurred based on the following trait or characteristic: (check all that apply)

- Intentional aggressive behavior**
 - Verbal:** Hurtful name-calling, teasing, gossiping, making threats, making rude noises, or spreading hurtful rumors. This includes inappropriate comments about race, sexual harassment, sexual orientation, or disability.
 - Nonverbal:** Posturing, leering, staring, stalking, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.
 - Physical:** Hitting punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, beating, biting, spitting, or destroying property.
 - Emotional (Psychological):** Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, excluding, using peer pressure, or rating or ranking personal characteristics.
 - Cyber-bullying:** Sending or posting insulting or threatening messages or engaging in any conduct described above in verbal or emotional by phone, email, website, text message, social network, or any other electronic or written communication.
- Targeting individual student**
- Imbalance of Power**
- May be repeated over time (not mandatory characteristic dependent on severity of incident)**

Date(s) of alleged bullying or harassment(s) _____

Target(s) of alleged bullying or harassment(s) _____

Person (s) alleged to have committed the bullying _____

Summarize the incident(s) or occurrence(s) as accurately as possible. Attach additional sheets if necessary. Include any evidence if available:
