



National Collegiate Preparatory (PCHS)
Policy: Harassment, Intimidation and Bullying
Prevention, Intervention and Response Policy
2014 - 2015

Harassment, Intimidation and Bullying

I. Policy Statement

Acts of harassment, intimidation, and bullying, hereby referred to as “HIB”, are prohibited at National Collegiate Preparatory Public Charter School (NCP). Like other disruptive or violent behaviors, this conduct interferes with a student’s ability to learn and NCP’s ability to educate students in an environment that ensures the dignity and wellbeing of all members of the school community. NCP will establish procedures for prevention, intervention and response that will foster an appropriate and safe school environment. NCP expects students to treat each other with civility and respect. HIB behavior is prohibited on school grounds, on immediately adjacent property, at NCP sponsored or related events, on any vehicle used for NCP business or any transit stop used by NCP students. Retaliation against anyone who has reported, or who is suspected of reporting HIB behaviors is prohibited. Students engaging in HIB or retaliatory behaviors will be subject to disciplinary and/or legal action. The school community, consisting of students, parents, employees, and service providers are responsible for reporting incidents of HIB and/or retaliation. School staff members will ensure that all reported behaviors are directed to the appropriate school personnel.

II. Definitions

“Bullying” means any severe, pervasive, or persistent act or conduct, whether physical, electronic, or verbal that:

(A) May be based on a youth’s actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, intellectual ability, familial status, family responsibilities, matriculation, political

affiliation, genetic information, disability, source of income, status as a victim of an interfamily offense, place of residence or business, or any other distinguishing characteristic, or on a youth's association with a person, or group with any person, with one or more of the actual or perceived foregoing characteristics; and

(B) Shall be reasonably predicted to:

Place the youth in reasonable fear of physical harm to his or her person or property;
Cause a substantial detrimental effect on the youth's physical or mental health;
Substantially interfere with the youth's academic performance or attendance; or
Substantially interfere with the youth's ability to participate in or benefit from the services, activities, or privileges provided by an agency, educational institution, or grantee.

"Electronic communication" consists of communication that is transmitted by means of an electronic device, including, but not limited to, social media, Internet, cellular phone, computer, iPad, or tablet, that takes place on and off school property, any school-sponsored function, athletic event, school bus, or any space where there is an exchange between NCP students.

"Retaliation" suggests an act of reprisal or revenge (i.e. - getting back at a person for an act he/she may have committed such as reporting misconduct).

"Cyber Bullying" consists of text messages that are threatening or sexual in nature, the usage of Facebook, Twitter, and other forms of social media to bully, harass or threaten a student or staff member.

III. Prevention

NCP will provide professional development for all school personnel on bullying prevention education designed to model and teach positive relationship building and appropriate interpersonal communication. The HIB Policy will be posted in a high-traffic area and visible to all.

Our school environment fosters rigorous academic performance while simultaneously fostering each student's social and emotional learning. NCP will inform students of the HIB policy and reporting procedures during summer Boot Camp, orientation sessions in classes during the first week of school and at various times throughout the school year. The HIB policy and procedures will be published in the school's student/family handbook and located on the school's website

<http://nationalprepdc.org/PoliciesAndProcedures.html>).

NCP will utilize restorative practices such as “circles” and “community meetings”, to create a safe space for dialog on issues involving the school culture and climate. Teachers will also creatively incorporate bullying prevention activities during advisory where students are often comfortable expressing their vulnerabilities and/or ideas. School faculty will promote student involvement in anti-bullying efforts to support a culture of peer support and mutual respect.

The Dean of Students will implement a “peace keepers” program which will support efforts to educate the entire student body about the ramifications of HIB, report incidents, and mediate situations between students (with proper guidance and direct supervision from the Dean of Students). The school climate in this area will be enhanced when students feel empowered rather than forced to comply with an adult-led process.

NCP will utilize “Crossroads” and “Student Prep Day”, two school-wide annual events designed to empower, prepare, and inspire, to raise awareness on HIB. Students will attend workshops designed to enhance their social problem solving skills and further prevent HIB incidents.

IV. Intervention and Response

Members of the school community should conduct themselves as appropriate to their levels of development, maturity and demonstrated capabilities with proper regard for the welfare of others. According to the NCP code of conduct, all NCP students are expected to demonstrate the following behavioral expectations:

- Be respectful to self, staff and other students
- Treat school property with care and respect
- Follow directions given by faculty and staff the first time asked
- Use appropriate language
- Dress appropriately in the National Prep uniform
- Come to school prepared and ready to learn, discuss and experience new things
- Take responsibility for their own behavior

Severity of behaviors and history of other such behaviors will be considered when designing the consequences for inappropriate behavior.

Consequences: NCP recognizes that for consequences to be an effective component of a bullying prevention plan, they must be applied consistently, fairly, and equitably. To this end, NCP shall ensure that staff follow these guidelines as closely as possible, while allowing for flexibility to adapt sanctions to individual situations. Furthermore, to ensure equitability in applying consequences, measures will be applied on a graduated basis

determined by the nature of the offense, the disciplinary history of the youth involved, and the age and developmental status of the youth involved. Responses to incidents of bullying may include, but are not limited to:

- Reprimand
- Deprivation of NCP privileges
- Restitution
- Detention
- In or out of school suspension
- Restorative Justice
- Legal action
- Expulsion

NCP will carefully consider each incident of HIB. Once reported, the Dean of Students (Mr. Korpoi), in conjunction with appropriate school personnel, will conduct an investigation. NCP will utilize innovative intervention strategies designed for effective elimination of HIB behaviors. Once the investigation is conducted, consequences and remedial action are mandatory. They may include a range in type depending on the results. Parents' requests for hearings do not excuse compliance with the Dean of Students' ruling.

Referral to Services: Support services are available to the targeted student, alleged aggressor, witness, or bystander. Internal support services will be provided by the NCP Social Worker to all students involved in an incident on an as needed basis. Referral for remedial services to outside partner agencies may also be offered to anyone involved in a bullying incident as deemed necessary. Services to which youth are referred internally or externally are not designed to be punitive but to correct the thinking pattern, behavior and skill deficiencies that led to the incident. Services provided to the victim are designed to restore a youths' sense of safety and to empower them to address bullying incidents in a constructive and non-violent manner. Support services include but are not limited to the following:

- Counseling with school social worker
- Character education class or group
- Behavioral assessment/evaluation
- Peer support groups
- Anger management
- Mental health services

Reporting Procedures:

Any member of the school community who has witnessed, or has reliable information that a student has been subject to HIB, must report the incident to the Dean of Students, Mr. Korpoi, who will immediately initiate procedures. Alleged violation of the HIB Policy must be reported verbally or in writing to the Dean of Students on the same day that it was witnessed or that the person received reliable information regarding any such incident.

Reporting may be accomplished using three (3) methods:

1. Completion of a reporting form
2. Emailing the Dean of Students (skorpoi@nationalprepd.org)
3. Verbally communicating with the appropriate school personnel

Use of an incident reporting form to document the allegation and begin the investigation is required. Anonymous reports are also permitted. If someone reports harassment, intimidation, and bullying verbally, the Dean of Students will complete the form. A verbal or anonymous report is considered official; however, disciplinary action may not be taken based solely on an anonymous report. Students will also be able to complete the reporting form, which will be made available to them in an easily accessible area, and place it in a sealed container. Additionally, members of the school community may email the alleged incident to the Dean of Students.

Investigation Procedures

Once reported, the Dean of Students is responsible for the investigation in a timely manner. It will be initiated within one (1) day of report. The investigation will be completed as soon as possible, but no later than ten (10) days of the written report. The results of the investigation, along with information or action taken, will then be forwarded to the Director of Operations, Dr. Featherston.

The investigation is intended to verify who committed the act of HIB and whether others played a significant role. The Dean of Students will apply consequences and/or remedial actions consistent with school disciplinary policies. The Dean will also assess the results of investigation to determine patterns such as one particular classroom, bathroom, or grade level where a multitude of incidents occur. Specific interventions will be provided in these identified areas to ensure student safety and thwart future incidents. Neither the intended target, nor witnesses, should be promised confidentiality at the onset of an investigation as the outcome cannot be predicted. All parties involved should be informed that any information discussed and recorded will be disclosed on a "need to know" basis.

The Dean of Students must inform parents of all students involved in the alleged incident and may discuss the availability of counseling and other intervention services. Parents of students who are parties to the investigation will receive information within five (5) days after the results are reported to the Director of Operations.

Appeals: Any person accused of bullying, the target of bullying and anyone not satisfied with the outcome of the investigation may appeal the determination of the Dean of Students to the Director of Operations. This appeal should be submitted no later than 30 days after the initial determination. Upon receipt of an appeal, the Director of Operations must conduct a secondary investigation within 30 days of the receipt of an appeal. This 30 days may be extended up to an additional 15 days if the Director of Operations sets forth in writing the reasons why more time is needed to conduct an investigation. Any person filing an appeal shall be informed of their right to seek further redress under the Human Rights Act.