

Ararat Charter School
Climbing Towards College & Career Readiness

BULLYING AND HAZING POLICY
(STUDENT-TO-STUDENT AND STUDENT-TO ADULT)

Approved 8/15/15



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Introduction

Ararat Charter School is committed to providing a safe and civil learning and working environment. The Charter School takes a strong position against bullying, hazing, or any behavior that infringes on the safety or well-being of students, employees, or any other persons within the school's jurisdiction or interferes with learning or the ability to teach. Ararat Charter School prohibits retaliation against anyone who files a complaint or participates in the complaint investigation process.

Charter School's policy requires all personnel to promote mutual respect, tolerance, and acceptance among students and staff.

Guidelines:

Bullying and hazing are part of a continuum of aggressive or violent behaviors. Some acts of bullying or hazing can and do constitute other categories of misconduct such as assault, battery, child abuse, hate-motivated incident, criminal activity or sexual harassment.

I. Definitions

- A.** Bullying is any severe or pervasive physical or verbal act(s) or conduct, including electronic communications committed by a pupil(s) that has, or can be reasonably predicted to have, the effect of one or more of the following:
 - a) Reasonable fear of harm to person or property.
 - b) Substantially detrimental effect on physical or mental health.
 - c) Substantial interference with academic performance.
 - d) Substantial interference with the ability to participate in or benefit from school services, activities, or privileges.
- B.** Hazing is 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, personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. Hazing does not include athletic events or school-sanctioned events (Ed. Code §48900(q)).

II. Types of Bullying

All incidents must meet the impact criteria of bullying to be considered as such.

- A.** Cyberbullying is bullying by electronic act, which includes transmission of a communication by text, sound, image, video, message, website post, social network activity, or other form of communication sent by an electronic device (Ed. Code 32261(g)).
- B.** Indirect bullying is the use of intimidation or peer pressure to cause harm to a third part(ies).
- C.** Non-verbal bullying includes the use of threatening gestures, staring, stalking, graffiti or graphic images, and destruction of property to cause distress, intimidation, discomfort, pain or humiliation.
- D.** Physical bullying includes intentional, unwelcome acts of beating, biting, fighting, hitting, kicking, poking, punching, pushing, shoving, spitting and tripping.

- E. Social or relational bullying includes spreading rumors, manipulating relationships, exclusion, blackmailing, isolating, rejecting, using peer pressure and ranking personal characteristics.
- F. Verbal bullying includes hurtful gossiping, making rude noises, name-calling, spreading rumors and teasing.

III. Discrimination

All pupils have the right to participate in the educational process free from discrimination and harassment. Discrimination is different treatment of a student on the basis of a protected category in the context of an educational program or activity, without a legitimate nondiscriminatory reason, that interferes with or limits the ability of the student to participate in or benefit from the services, activities or privileges provided by the District. Protected categories include an individual's actual or perceived age, ancestry, color, disability ethnic group identification, gender, gender identity, gender expression, marital status, national origin, race, religion, sex, pregnancy and sexual orientation, as well as their association with a person or group of these protected categories, or any other basis protected by federal, state, local law, ordinance, or regulation.

- A. Sexual Harassment:** Sexual harassment is unwanted or demeaning conduct or comments directed at or about an individual on the basis of actual or perceived gender, sex, sexual behavior, sexual orientation, or other related personal characteristics, with the impact or intent to humiliate (California Ed Code §201 (b-c)).
- B. Hostile Environment Harassment:** Hostile Environment Harassment occurs when: (1) the target is subjected to unwelcome conduct related to a protected category; (2) the harassment is both subjectively offensive to the target and would be offensive to a reasonable person of the same age and characteristics under the same circumstances; and (3) the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by the school.

IV. School Principal or Site Administrator(s) Responsibilities:

- A.** Safe campuses require a multi-faceted approach with strategies to prevent, respond to and recover from incidents of bullying and hazing. The school principal and site administrators shall create an environment where the school community upholds the standards of respect and civility and understands that bullying and hazing are inappropriate, harmful and are unacceptable. Toward this goal, schools shall:
- B.** Identify the Title IX/Bullying Complaint Managers responsible for documenting and overseeing complaints of bullying or hazing. The system for reporting suspected bullying or hazing must ensure that reporting can be done easily, safely and privately.
- C.** Ensure that all reports of bullying or hazing are investigated and documented, and that appropriate interventions are implemented and monitored in a timely manner.
- D.** Communicate with and ensure that all employees, students, parents, volunteers, coaches, activity leaders or other adults are informed of school policies regarding bullying and hazing and requiring the promotion of mutual respect and acceptance.
- E.** Post the English and Spanish Title IX/Bullying Complaint Manager posters in school administrative offices, including student government meeting rooms and other prominent locations accessible to students where notices are regularly posted regarding rules, regulations, procedures, or standards of conduct.

- F. Provide trainings to ensure that certificated and classified staff, volunteer coaches, activity directors and other adults on campus are familiar with and able to identify the indicators of bullying and hazing, and understand their individual responsibilities to respond to, intervene, and report any act or incident of bullying or hazing.

V. Staff Responsibilities:

- A. Share responsibility for modeling appropriate behavior and creating an environment where mutual respect, tolerance, civility, and acceptance among students and staff are promoted, and students understand that bullying and hazing are inappropriate, harmful and are taken seriously.
- B. Recognize the indicators of bullying and hazing.
- C. Discuss all aspects of the Bullying and Hazing Policy with students including strategies to prevent and respond to bullying and hazing.
- D. Encourage students to report any bullying or hazing they witness or are targets of to the Title IX/Bully Complaint Manager.
- E. Provide instruction to ensure that students are educated about appropriate on-line behavior, including cyberbullying awareness and response and how to interact with others on social networking websites and in chat rooms (See Acceptable Use Policy (AUP) for District Computer and Network Systems, BUL-999.4, dated August 14, 2012, issued by the Chief Information Officer).
- F. Intervene immediately and safely with any act of discrimination, harassment, intimidation, hazing or bullying.
- G. Report any complaints or incidents of bullying or hazing involving a District employee to the site administrator immediately.

VI. Title IX/Bullying Complaint Manager Responsibilities:

The Title IX//Bullying Complaint Manager shall ensure that the school employs a comprehensive system through which allegations of bullying can be safely and easily reported, and that the ensuing investigations, interventions and monitoring are documented. This comprehensive system should be designed in consultation with the principal or designee, and be communicated to the school community. As delineated above, all staff are responsible for responding to incidents. The principal or designee has the authority to assign the task of investigation, response and monitoring of alleged bullying and hazing to the individual(s) who would be most appropriate to assume those responsibilities.

VII. Student Responsibilities:

- A. Students will take responsibility for helping to create a safe school environment:
- B. Do not engage in or contribute to bullying or hazing.
- C. Treat everyone with respect. Be sensitive as to how others might perceive your actions or words.
- D. Report bullying or hazing to a trusted District teacher or administrator.
- E. Never engage in retaliatory behavior or ask, encourage, or consent to anyone retaliating on your behalf.

VIII. Responding to Bullying and Hazing Incidents:

It is imperative that schools thoroughly investigate allegations of bullying and hazing to determine if the incident was an isolated event or part of a larger pattern of behaviors. The following procedures should be followed in addressing incidents:

- A. Secure campus/office safety.
- B. Assure involved parties that allegations are taken seriously.
- C. Investigate promptly and thoroughly. Document the investigation, actions and agreements.
- D. Request factual written statements from the involved parties, and if appropriate, witnesses, offices as appropriate.
- E. Document actions taken to stop the behavior from recurring.
- F. Monitor and follow-up to ensure that the bullying or hazing has stopped.
- G. If the bullying or harassment is based on the person's actual or perceived characteristics or association with any of the protected classes (age, ancestry, color, disability ethnic group identification, gender, gender identity, gender expression, marital status, national origin, race, religion, sex, pregnancy, sexual orientation), it may rise to the level of discrimination or hostile environment harassment, and must be investigated as such. The school will follow its standard procedures of documenting its investigation, intervention and monitoring. Educational Equity Compliance can provide technical assistance as needed.

IX. Confidentiality and Non-retaliation:

Reports of bullying or hazing shall be handled confidentially to respect the privacy of all parties to the fullest extent possible. Every effort shall be made to limit the distribution of information to those persons who need to know within the confines of the District's reporting procedures and investigation process.

Charter School's will not tolerate retaliation against anyone who reports suspected bullying or hazing, or participates in the investigation process. Confidentiality and non-retaliation requirements extend to all parties involved.



BULLY AND HAZING COMPLAINT FORM

Date : _____

Your name: _____ Date of incident(s): _____

Your Contact Phone/Email: _____

Relationship to the Alleged Target or Perpetrator: _____

Alleged Target(s) of Bullying or Hazing: _____ DOB: _____ Grade: _____

Alleged Perpetrator(s) of Bullying or Hazing: _____ DOB: _____ Grade: _____

***Bullying** is any severe or pervasive physical or verbal act or conduct, including electronic communications, that has been committed toward student(s) or adults(s) and has or can be reasonably predicted to have one or more of the following: 1) Reasonable fear of harm to person or property, 2) Substantially detrimental effect on physical or mental health, 3) Substantial interference with ability to participate in or benefit from school services, activities, or privileges. **Hazing** is 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, personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. Hazing does not include athletic events or school-sanctioned events.*

1. Describe your concerns. Please include who was involved, when and where the incident(s) happened, who witnessed it, how long this has been going on, etc.

2. Who else have you talked to or reported your concerns to? When? What happened?

3. Is there anything else we should know? Who else should we talk to? Please include relevant person(s) contact information if you have it.

Please return this completed form to the school Bully Complaint Manager, Administrator or school staff. Attach additional pages if needed.

Board Use Only
Received on: _____ Received by: _____ Referred to: _____



BULLYING AND HAZING COMPLAINT RESPONSE WORKSHEET

This worksheet will serve to log the contacts made in the investigation of the reported incident of bullying or hazing. Maintain notes of contact with involved parties in a confidential file.

Complaint Investigator: _____

Title/Position: _____ Date(s) of Alleged Incident(s): _____

Alleged Perpetrator(s): _____

Alleged Target(s): _____

Witnesses: _____

Dates of Contact with:

Alleged Student Target(s): _____

Parent/Guardian(s) of Alleged Target: _____

Alleged Perpetrator(s): _____

Parent/Guardian(s) of Alleged Perpetrator(s): _____

Witnesses: _____

Other: _____

Summary of Findings:

Actions Taken (Check all that apply):

- Does the student(s) involved have an Individual Education Plan (IEP)? If YES refer to School Psychologist: _____

- Counseled all parties individually (NOT RECOMMENDED IN A GROUP): _____

- Developed Individual Student Safety Plan (Attachment C): _____
- Put all parties on the No-Bully or Hazing Contract (Attachment D): _____

- Consulted with Behavior Specialist/Psychologist/Psychiatric Social Worker/Counselor: _____

- Referred to Counseling: _____
- Referred to Law Enforcement / Los Angeles School Police Department (LASPD) : _____

- Educational Training: _____

- Restitution : _____

- Alternative Programming/Modification of classroom assignment or techniques: _____

- Contacted Educational Service Center (ESC) for additional support : _____

- Contacted Human Relations, Diversity and Equity if Hate/Bias Motivated (213) 241-5337: _____

- Contacted Educational Equity for Uniform Complaint Procedures (213) 241-7682: _____

- Suspension (Refer to Matrix for Student Suspension/Expulsions) : _____

- Other: _____

Dates of follow-up with concerned parties: _____

INDIVIDUALIZED STUDENT SAFETY PLAN

Student: _____ Date: _____

Safety is our number one priority! Keeping students safe requires a collaborative effort of all stakeholders.

The following safety plan has been developed for the student named above. This plan does NOT replace an IEP or a Behavior Support Plan. If the student has an IEP, then defer to that plan.

Administration responsibilities and strategies:

- I will continue to communicate and enforce the guidelines set forth by the District's School-Wide Positive Behavior Support policy.
- I will take all reported incidents of bullying seriously.
- I will be neutral and gather the facts from all involved parties.
- I will follow-up with the teacher to support the student's concerns.
- I will follow-up with the involved parties to monitor that the bullying has stopped.

Teacher responsibilities and strategies:

- I will establish a safe school environment for all students.
- I will take all reported incidents of bullying or misconduct seriously.
- I will remind all students of the appropriate rules of conduct whether they are in class or outside during recess, lunch, and before and after school.
- I will work collaboratively with the administration, counselors, teachers, staff and parents.
- I will make a referral to the school site administrator if additional services are recommended.

Counselor or other staff:

- I will meet with the student (*specify frequency*) to provide additional support and monitoring to ensure that the bullying has stopped. Check-ins may continue or may be modified, as needed.

Student responsibilities and strategies:

- I will report any concerns or incidents of bullying immediately to
- I will tell the person who is bothering me to "stop."
- I will follow all rules of conduct in the classroom, on campus, before and after school.
- I use my words not my fists to resolve problems.
- I will not bully; I will model respectful behavior.
- I will join a club that promotes peace and respect.
- I will apologize if I hurt someone's feelings.
- I will work toward positive resolutions to conflicts.
- I will do my best.

Parent responsibilities and strategies:

- I will collaborate on a positive resolution to the conflict.
- I will work with the teacher and administration.
- I will encourage my child to use their words not their fists to resolve conflicts.
- I will not confront the other children or parents who are allegedly involved in this incident.

Accommodations and modifications, if applicable:

- My period classes have been changed.
- My locker has been changed to a different location.
- During lunch, nutrition and passing periods, I will go (*identify route.*)
- I will avoid (*note area, if applicable, that the student should avoid.*)
- During lunch and nutrition, I will maintain a line of sight with school staff who will be a source of contact.
- My designated arrival location is at a.m.
- My designated pick-up location is at p.m.
- Other: _____

Confidentiality: The student and parents will not share any identifying information regarding the other students related to this incident. This includes discussing, posting or sharing confidential information about other students. I agree to follow the plan and support the safety of all parties.

We will revisit this plan on _____ (*date*) at _____ (*time*) in Room _____.

Please print and sign your name:

Student: _____	Date: _____
Parent/Guardian: _____	Date: _____
Teacher: _____	Date: _____
Administrator: _____	Date: _____
Counselor or other staff: _____	Date: _____
Other: _____	Date: _____