

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name: <i>Bullying and Other Types of Aggressive Behavior</i>	
Procedure No. 5517-01-01	Eff. Date: 03/2018
Implements Board Policy(ies) <u>5517.01: Bullying and Other Forms of Aggressive Behavior</u>	Last Reviewed: 03/2018

1. Background

<p><i>Background to the implementation of the policy</i></p> <ul style="list-style-type: none"> • <i>Cincinnati Public Schools Character and Support Guide: Code of Conduct K-12</i> • <i>Board Policy 2255: Equity and Excellence in Education</i> • <i>Board Policy 5611: Due Process Rights</i> • <i>Board Policy 5610: Discipline for Young Students</i> <p><i>This procedure provides process for how school leaders responsible for bullying and other forms of aggressive behavior.</i></p>

2. Responsibilities

Title: Building Principal	
Address:	
Phone:	Cell phone:
<p><i>Describe responsibilities:</i> <i>School staff, students, and/or parents are responsible to report bullying allegations to administration. Building administration is responsible for investigating the allegation and reporting to local law enforcement if needed. In addition, the district and building administration are responsible for equitable administration of disciplinary consequences as per the CPS Student Code of Conduct. Finally, the district and building administration are responsible for ensuring the safety of all staff and students, which may result in implementation of preventative measures, re-teaching, and/or interventions.</i></p>	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

- 1. Student, staff, parent or anonymous source reports to administration and/or another staff member an alleged prohibited incident. (harassment, intimidation, bullying)*
- 2. School personnel receiving a complaint will promptly document in writing the alleged prohibited incident and promptly provide to administration and/or designee.*
- 3. All reported incidents must be investigated by administration and/or designee.*
- 4. Administration and/or designee determines through investigation if incident is an infraction per definitions stated in the CPS Code of Conduct.*
- 5. If a violation of the CPS Code of Conduct has been verified, the Code of Conduct will be implemented to address student infractions in a least-restrictive and progressive manner.*
- 6. If the infraction is a substantiated case of bullying, steps will be taken to protect the targeted individual(s) from new or additional harassment, intimidation, bullying or retaliation will be documented. Action/Safety plan will be shared with all staff members who have contact with the targeted individual(s).*
- 7. Administration and/or designee will work with support personnel and students involved to teach expected behaviors and provide opportunity to make amends, when appropriate.*
- 8. Within the confines of FERPA Administration and/or designee contacts parent/guardians of all students involved to inform them of alleged incident and actions taken.*
- 9. For all allegations of harassment, intimidation, bullying, administration and/or designee will document in writing the infraction, disciplinary consequences, interventions and supports. This will be provided on a monthly basis to District designee.*
- 10. The district designee will report substantiated and unsubstantiated allegations of bullying to the Board on a semiannual basis.*

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

- *Each school has varying levels of Social Emotional Support.*
- *Consider any resource alignment when comparing schools that have Community Learning Centers compared to schools that don't have CLCs. Also consider any resource alignment when comparing magnet schools to neighborhood schools.*

5. Related Documents / Forms

Document Title	Description	Last Reviewed
CPS Character and Support Guide Code of Conduct K-12	<i>Code of Conduct Booklet</i>	<i>July 1, 2017</i>
FAQ Bullying		<i>August 2018</i>
Online Reporting Tool		<i>August 2018</i>