

<p>PROCESS FOR CAMPUS PREVENTION: POSITIVE BEHAVIOR SUPPORT SYSTEM</p>	<p>Principals are expected to implement schoolwide, classroom, and individual systems to teach and support positive student behaviors and to provide appropriate consequences for misbehaviors. All staff members shall participate in the process of implementing a system for consistently teaching respectful behavior, preventing and stopping bullying and harassment on their campus, and encouraging reporting of such behavior, including how to respond to complaints [See FFH(LOCAL) and FFH(EXHIBIT)].</p> <ol style="list-style-type: none"> 1. Principals will be responsible for establishing and maintaining the following components of a schoolwide behavior support system: <ol style="list-style-type: none"> a. Statement of Purpose: A brief and positive statement describing the school purpose and approach to teaching and learning, behavior, and expected outcomes for all students and staff. b. Initial and Ongoing Assessment of Needs: Ongoing data collection and analysis to assess campus behavior support needs. Data may include discipline records, school surveys, police reports, and office referrals. Counselors and administrators will communicate regularly about threats to students' safety including actions taken concerning complaints filed, students at risk for violence that have not been filed upon, and other safety concerns. c. Schoolwide Behavioral Rules or Expectations: A brief and clearly stated list of expected behaviors based on the commonly occurring problem behaviors. Expectations for high standards of behavior and teaching of respectful behaviors will be reinforced continually throughout the year. To promote a safe and respectful school environment students will be taught how and encouraged to speak up on behalf of other students who are targets of bullying, harassment, or otherwise harmful behavior by telling the bullier/harasser to stop when it is safe to do so or by getting help from school personnel. d. Procedures for Teaching Expected Behavior: Practices that inform students of expected behaviors, demonstrate what expected behaviors look like, and allow students to practice expected behavior skill including how to intervene safely on behalf of others and how to get help from school personnel. e. Procedures for Encouraging Expected Behavior: System of social acknowledgment and interaction between the student and the school that provides incentives to encourage students to use prosocial skills in their own relationships and to help others in need. f. Procedures for Discouraging Problem Behavior: A continuum of procedures for discouraging problem behavior, including clearly defined
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	<p>examples of each rule-violating behavior and specific decision rules for determining which consequence should be assigned to which problem behavior event. Campuses will strive to create a climate of respect and inclusion by reducing the social acceptance of hurtful teasing, bullying, and harassment among students.</p> <ol style="list-style-type: none"> 2. Campus leadership, including the student council and PTA will participate in the development of schoolwide prevention activities including awareness campaigns, curricula, student involvement, parent education and other prevention strategies. 3. A summary of the GISD policy and regulations will be included in the Student Information Guide distributed at the beginning of each school year. 4. Campuses are encouraged to access resources in the community that are available for teaching and supporting positive student behaviors and responding to the needs of students who have been hurt by violence or abuse or who have begun to use hurtful behaviors toward others.
<p>PROCESS FOR CAMPUS INTERVENTION</p>	<p>All school personnel are expected to model respectful interaction with all students and staff, at all times. School personnel are expected to respond to bullying, sexual harassment, and dating violence immediately and in a manner consistent with these guidelines. See FFH(LOCAL) for definitions of bullying, sexual harassment, and dating violence. Staff members who witness or are aware of incidents in which students are bullied or sexually harassed by school personnel should bring this to the attention of the principal or other appropriate District official immediately [see FFH(LOCAL)].</p>
<p>COUNSELOR OR ADMINISTRATOR</p>	<p>A school counselor or administrator who learns of an incident of bullying, sexual harassment, or dating violence, or who receives a complaint from a student or staff member will meet with the targeted student privately and will assist the student in documenting the incident on a complaint form in order for the incident to be investigated by the principal or designee.</p>
<p>ASSISTANCE TO STUDENT</p>	<p>Any student may request a complaint form at any time through any counselor or administrator. The counselor or administrator will assist the student in filling out the form. Complaint forms will not be removed from the office.</p> <ol style="list-style-type: none"> 1. Investigation by the principal or designee: Upon oral or written notification of bullying, sexual harassment, or dating violence, the principal or designee is expected to take the following actions. <ol style="list-style-type: none"> a. Separate the targeted student from the accused student. b. Meet separately with the targeted student. c. Review the student’s complaint form or assist the student in documenting the incident on a complaint form during the meeting. d. Further investigate the complaint by speaking with the accused student and any bystander separately. e. If the assessment by the principal or designee determines that the incident

<p>INTERVENTIONS</p>	<p>involved physical or sexual assault or threats, notify the SRO or appropriate law enforcement authority immediately and take the following actions.</p> <p>Intervention by the principal or designee with the targeting student may include the following:</p> <ol style="list-style-type: none"> 1. Conference with the targeted student and parent. 2. Identify actions that can be taken to increase the targeting student’s safety and ability to participate in school without fear or intimidation, including positive behavior support inventions. 3. Inform the student and parent of school and community resources as needed, including their right to file charges or seek legal protection. 4. Encourage the student to report further incidences. 5. Inform the targeted student of his or her right to request a “Stay Away Agreement” [FFH(EXHIBIT)]. If the student declines, document on the complaint form. 6. For situations also involving sexual harassment, inform the targeting student of his or her right to file a complaint alleging sexual harassment directly with the Title IX Coordinator, Office of General Counsel. A complaint may also be filed with the Office for Civil Rights [see FFH(EXHIBIT)]. 7. Monitor the targeted student’s safety as needed. 8. Document the meeting and any action plans on the complaint form. 9. Store all complaint forms in a separate, confidential file and document subsequent follow-up actions and complaints in the space provided on the complaint form. <p>Intervention by the principal or designee with accused student may include the following:</p> <ol style="list-style-type: none"> 1. Conference with the accused student and parent. 2. Emphasize expectations for positive behavior. 3. Identify disciplinary and other actions and consequences that will be taken to prevent further incidents. 4. Inform the student and parent of help and support available at school or in the community as needed. 5. Address the seriousness of retaliation against the targeted student for reporting the incident or cooperating with the investigation. 6. Increase supervision of the accused student as needed. 7. Document the meeting and action plans in the space provided on the complaint form. <p>Additional intervention options as deemed necessary by the principal or designee may include:</p> <ol style="list-style-type: none"> 1. Administer a “Stay Away Agreement” [FFH(EXHIBIT)] in the conference with the accused student and parent. Attach a “Stay Away Agreement” to the
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<p>PRINCIPAL'S RESPONSIBILITIES: BULLYING, SEXUAL HARASSMENT AND DATING VIOLENCE</p>	<p>complaint form in the file.</p> <p>2. Refer to detention, Saturday School, community service, or other appropriate discipline intervention.</p> <p>The principal must inform students, parents, and school personnel of a student's right to make a complaint for incidents of bullying, sexual harassment, or dating violence. Students shall understand how to file a complaint. School personnel shall understand how to respond to incidents and reports. Complaint forms shall be available from any school counselor or administrator. Completed complaint forms must be filed in a secure location in the campus administrative office. These files must be made available to the Office of General Counsel upon request.</p>