

# Sacramento City USD

Administrative Report

AR 5145.4  
Students

## Bullying Prevention Plan

Each school site will create a bullying prevention plan annually that will be attached to the Comprehensive Safety Plan, approved by the School Site Council on or before November 30.

The bullying prevention plan will be distributed to the school community each year. The

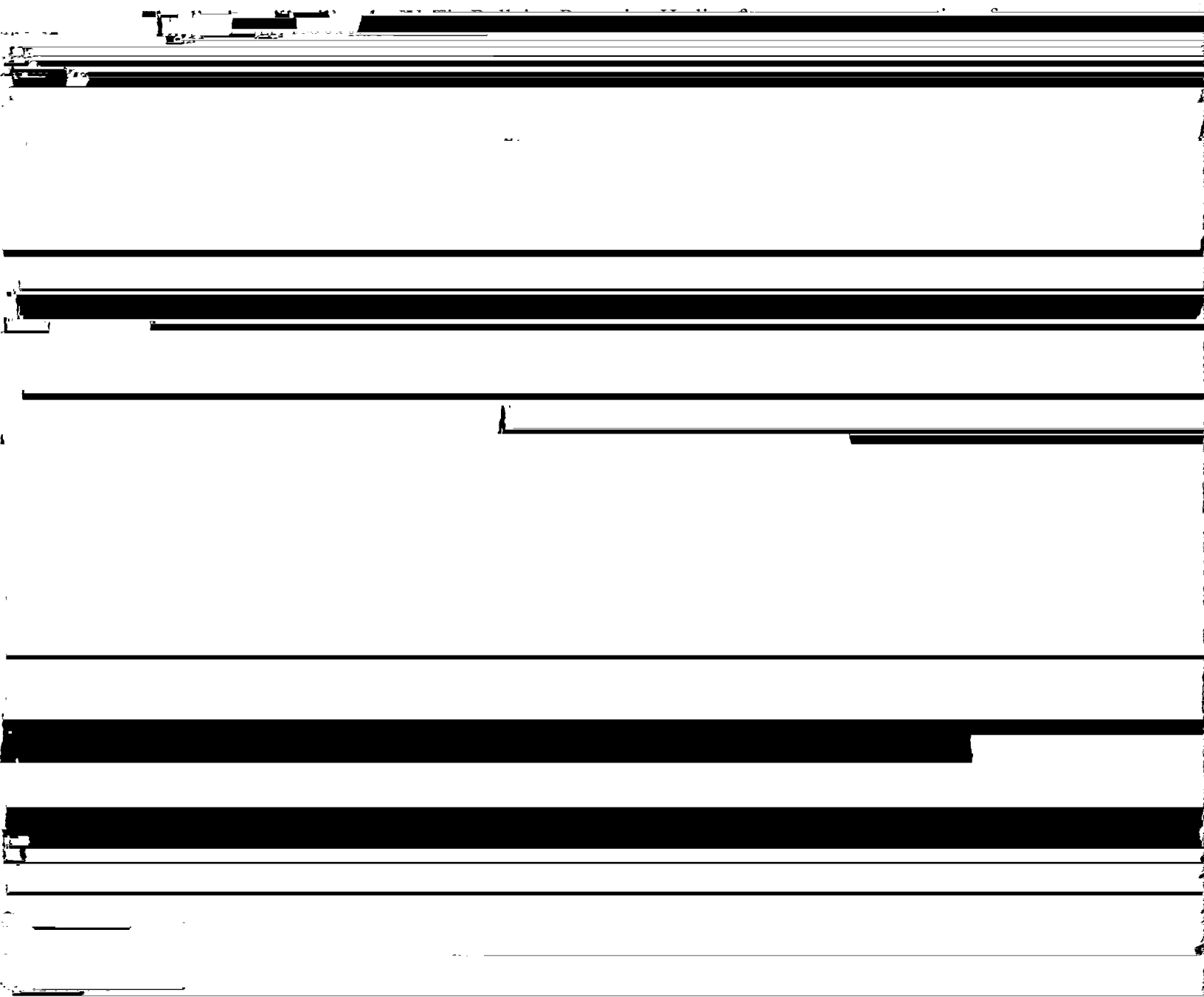
bullying prevention plan will include:

1. A definition of bullying behavior, as per this administrative regulation, and Education Code 48900, subdivision (r).
2. A statement of assurance that students have a right to be free of bullying, intimidation and harassment from SCUSD students, administrators, faculty, staff, parents or volunteers, whether on or off school property, through an electronic act, as defined in Education Code 48900, subdivision (r), while the student is at any school activity or is attending a school which is under the jurisdiction of the superintendent of the district, including but not limited to school-sponsored function, in a school vehicle, during the instructional day or after school hours that may affect the student's education.

Staff, students, parent/guardians and others are required to report bullying behavior. Reports may be made to any school employee either verbally, in writing, or through electronic communications such as email. Reports may also be made by completing the district's Bullying Incident Form and submitting it to the designated site administrator, principal or district office.

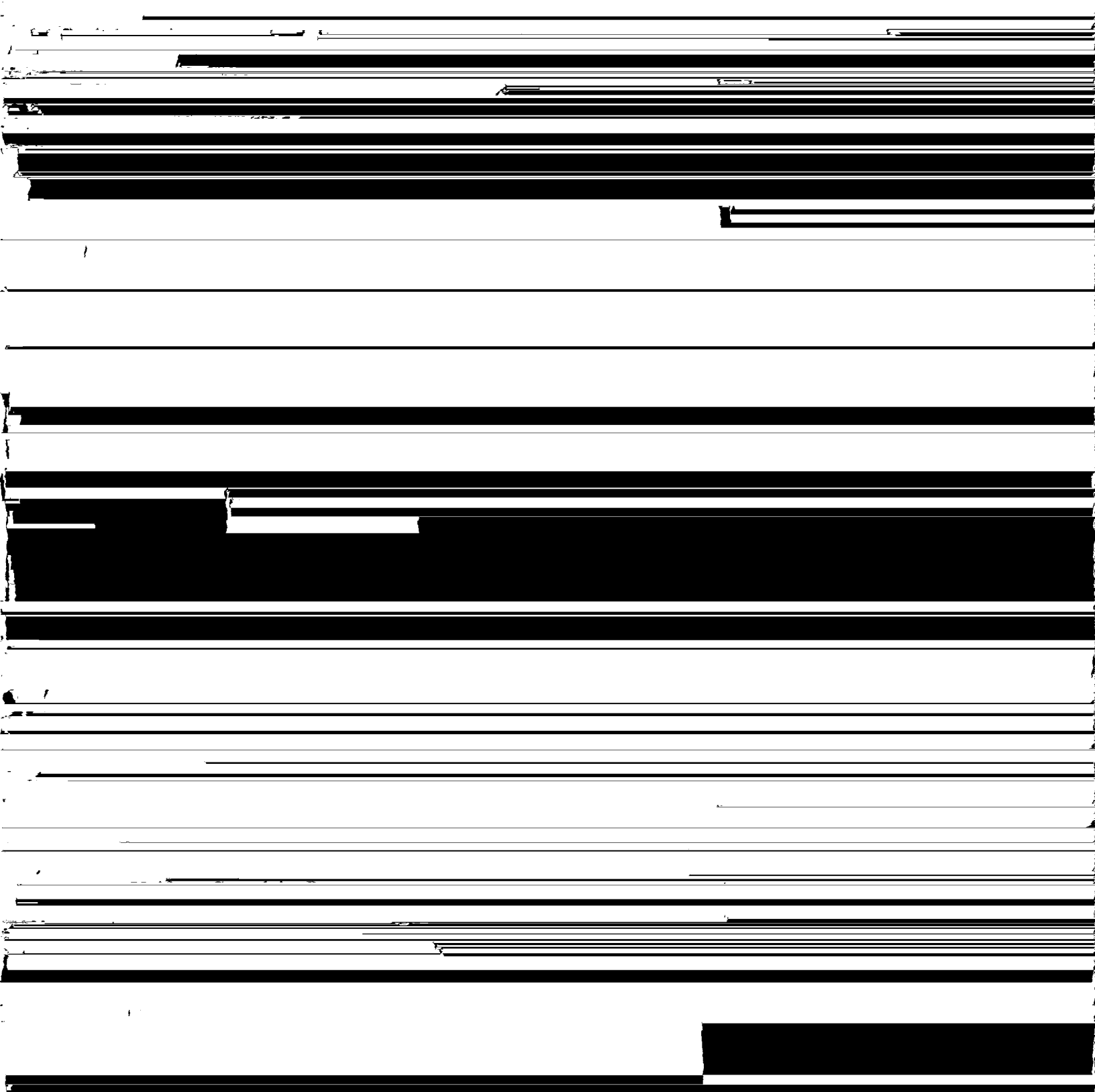
Site administrators and staff shall utilize the district Bullying Incident Form to document bullying behavior. This includes behavior that is directly observed, as well as behavior that has been reported to them by students, parent/guardians and others. The form should be completed by the staff person observing or receiving the report of bullying and should be submitted to the designated site administrator immediately.

#### Anonymous Reporting



Complaint Process

If a student or parent/guardian is unsatisfied with the school's decision or response to a bullying



The district's bullying prevention specialist shall offer training for parent/guardians volunteers