

**ROBERT RUSSA MOTON CHARTER SCHOOL  
ANTI-BULLYING POLICY AND PROCEDURES FOR STUDENTS,  
PARENTS/GUARDIANS AND TEACHERS/EMPLOYEES<sup>1</sup>**

Administrators, teachers and staff members of Robert Russa Moton Charter School believe that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully or intimidate another student through words or actions. Such behavior includes, but is not limited to direct physical contact, verbal assaults, the use of electronic methods, and social isolation and/or manipulation.

This policy prohibiting bullying is an official Board-approved mandate of Moton’s Student Code of Conduct and includes but is not limited to the following:

- Any student who engages in bullying will be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- School staff and/or administrators will promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the charter school president or his or her designee.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process. All students and/or staff shall immediately report incidents of bullying, harassment or intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school, or a school-sponsored activity, and during a school-sponsored activity. Bullying and intimidation will not be tolerated. Disciplinary action will be taken following each confirmed incident of bullying. Disciplinary action after the first incident of bullying may include but is not limited to the following:

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<sup>1</sup> Model Policy and Forms, Louisiana Department of Education □ Office of Student Programs

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Reassignment of classes
- Detention
- In-school suspension
- Out-of-school suspension
- Expulsion
- Assignment to an alternative school If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

**Students, parents/guardians and other school personnel may report incidents of bullying to an administrator, teacher, counselor or other staff member orally or in writing by using the appropriate form.**

**The procedures for intervening in bullying behavior include but are not limited to the following:**

- All staff, students, and their parents will receive a copy of the policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school will keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- Anyone who witnesses, or experiences bullying is encouraged to report the incident to a school official. The following actions will be taken when bullying is reported:

### **1. Investigation**

Upon receipt of any report of bullying, the school will direct an immediate investigation of the incident. The investigation will begin no later than the next business day in which the school is in session after the school official receives the report. The investigation will be completed no later than ten school days after the date the written report of the incident is submitted to the school official. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s), and staff members separately. Physical evidence of the bullying incident will be reviewed, if available.

## **2. Notification**

Parents or legal guardians of the victim and accused student will be notified of the investigative procedure. If the incident involves an injury or similar situation, appropriate medical attention should be provided/requested and the parent/guardian should be notified immediately.

## **3. Discipline**

Upon confirming that bullying has occurred, the accused student will be charged with bullying and will receive age-appropriate consequences which shall include, at minimum, disciplinary action or counseling.

## **4. Follow Up**

Complainants will be promptly notified of the findings of the investigation and the remedial action taken.

## **5. Documentation**

Written documentation containing the findings of the investigation, including input from the students' parents or legal guardian, and the decision by the school official, will be prepared and placed in the school records of the victim and perpetrator.

*Approved November 5, 2018. Barbara Crain-Major, Board President*

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**“AN ACADEMY OF LEARNING”**

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**8550 CURRAN BOULEVARD**  
**NEW ORLEANS, LOUISIANA 70127**  
**TELEPHONE (504) 245-4400**

*(Letter to Parent/ Guardian Notification of Possible Bullying)*

Date

Name of Parent

Address

Dear \_\_\_\_\_,

As the parent/guardian of \_\_\_\_\_, this letter is to notify you that Louisiana Revised Statute R.S. 17:416 and the Robert Russa Moton Charter School’s Bullying Prevention Policy prohibits bullying of a student by another student on school property, at a school-sponsored activity or event off school property; or on a school bus. Bullying by electronic means is also prohibited.

**Definition of Bullying:**

A pattern of one or more of the following:

- (a) Gestures, including but not limited to obscene gestures and making faces.
- (b) Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking web site through the use of a telephone, mobile phone, pager, computer, or other electronic device.
- (c) Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
- (d) Repeatedly and purposefully shunning or excluding from activities.

Where the pattern of behavior is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school sponsored activity or event. The pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical

harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

This letter is to inform you that your child has been involved in a report of a bullying incident.

\_\_\_\_\_ A report has been made that alleges your child as a perpetrator of bullying.

\_\_\_\_\_ A report has been made that alleges your child as a victim of bullying.

\_\_\_\_\_ A report has been made that alleges your child your child as a witness, bystander and/or complainant of bullying. Please discuss this incident with your child or call the school if you need further assistance or information.

An investigation into the reported act of bullying has been initiated. You will be notified of the outcome and any actions taken pertaining to your child.

Thank you for your attention to this matter

Moton Employee \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

*(Letter to Parent/Guardian Notification of Possible Bullying, Page 2)*

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**8550 CURRAN BOULEVARD  
NEW ORLEANS, LOUISIANA 70127  
TELEPHONE (504) 245-4400**

*(Letter to Parent/ Guardian of Unconfirmed Bullying Incident)*

Date \_\_\_\_\_

Name of Parent \_\_\_\_\_

Address \_\_\_\_\_

Dear \_\_\_\_\_,

As you were made aware on \_\_\_\_\_, Robert Russa Moton Charter School recently received a complaint alleging that your child committed an act of bullying against another student. In accordance with state law, it is the policy of the Louisiana Department of Education that any form of bullying behavior, whether in the classroom, on school property, or at school sponsored events, is expressly prohibited.

The purpose of this letter is to notify you that Robert Russa Moton Charter School has completed a thorough investigation of the bullying allegations and the reported bullying has not been verified. As a result, the complaint has been resolved and no disciplinary action taken.

Thank you for your attention to this matter

Moton Employee \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

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TELEPHONE (504) 245-4400**

*(Letter to Parent/ Guardian of Confirmed Bullying Incident)*

Date

Name of Parent

Address

Dear \_\_\_\_\_,

As you were made aware on \_\_\_\_\_, Robert Russa Moton Charter School recently received a complaint alleging that your child committed an act of bullying against another student.

In accordance with state law, it is the policy Robert Russa Moton Charter School that any form of bullying behavior, whether in the classroom, on school property, or at school-sponsored events, is expressly forbidden.

This letter is to officially notify you that a thorough investigation was conducted and acts of bullying against your son/daughter have been verified. Appropriate disciplinary actions have been taken.

Thank you for your attention to this matter

Moton Employee \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Signature of Principal:

\_\_\_\_\_

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**BULLYING WITNESS STATEMENT**

(This form may be completed when there is a witness to an incident of alleged bullying. One form must be completed for each witness).

Date: \_\_\_\_\_ Witness Name: \_\_\_\_\_

Title:  Parent  Student  Teacher  Other \_\_\_\_\_ Victim

Name(s): \_\_\_\_\_  
\_\_\_\_\_ Accused

Name(s) \_\_\_\_\_

Describe the location where the incident took place:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of incident witnessed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any other witnesses, if known:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List evidence of bullying (i.e. letters, photos, etc. Attach evidence, if possible):

\_\_\_\_\_  
\_\_\_\_\_

I agree that the information on this form is accurate and true to the best of my knowledge.

Signature of witness: \_\_\_\_\_

Date: \_\_\_\_\_

Name and title of person receiving witness form: \_\_\_\_\_

Date: \_\_\_\_\_

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**SCHOOL-BASED STAY AWAY AGREEMENT**

This agreement is designed to increase safety for students who have been the victim bullying. It is administered in a conference with the alleged violator and his/her parent(s) or legal guardian(s).

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Date of the incident: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

Description of behaviors involved in the incident:

\_\_\_\_\_  
\_\_\_\_\_

In order to protect the rights and safety of all members of our school community, you are required to stay away from \_\_\_\_\_ (name(s) of victim) at all times during the school day and at any school-sponsored event. This means that you may not approach, talk to, sit by, or have any contact with the student(s) named above at school or on school property, school buses, school bus stops, or at school-related events. In addition, the following actions are effective immediately (mark N/A if not applicable):

Arrival/Departure Time: \_\_\_\_\_ Entrance: \_\_\_\_\_

Bus/Parking #: \_\_\_\_\_

Current Schedule /New Schedule (print and attach)

Lunch: \_\_\_\_\_

Locker: \_\_\_\_\_

Extracurricular Activities: \_\_\_\_\_

Other disciplinary actions:

\_\_\_\_\_  
Violations of this agreement and/or acts of retaliation directly or indirectly toward the victim or the victim’s friends or family members will be taken seriously and will result in further school disciplinary or legal actions, Your compliance will be monitored by \_\_\_\_\_ (name and staff title).

Agreement is valid from \_\_\_\_\_ (date) to \_\_\_\_\_ (date).

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_