

Education Center International Academy

Hazing/Bullying Reporting Procedure

As stated in our student handbook, **Hazing and Bullying will not be tolerated on our school campus.** "Hazing" means any intentional knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are students at an educational institution.

Bullying is intentional aggressive behavior. It can take the form of physical or verbal harassment and involves an **imbalance of power** (a group of children can gang up on a victim or someone who is physically bigger or more aggressive can intimidate someone else, for instance).

Bullying behavior can include teasing, insulting someone (particularly about their weight or height, race, sexuality, religion or other personal traits), shoving, hitting, excluding someone, or gossiping about someone.

Bullying can cause a victim to feel upset, afraid, ashamed, embarrassed, and anxious about going to school. It can involve children of any age, including younger elementary grade-schoolers and even kindergarteners. Bullying behavior is frequently repeated unless there is intervention.

A school staff member, or a student who has witnessed, or has reliable information that a student has been subject to, harassment, intimidation or bullying shall report the incident to the designated campus discipline personnel and/or other ECIA administrative personnel who shall immediately initiate the school district's procedures concerning school bullying. ALL stakeholders (students, parents, staff, etc.) are asked to report all incidents.

A person who promptly reports any incident of hazing intimidation or bullying, to the appropriate school administration or district official and who makes this report in compliance with the procedures in the district's policy is immune from a cause of action for damages arising from any failure to remedy the reported incident.

Anyone who files a report/claim he/she knows to be false will be held responsible and reported to an appropriate law enforcement agency for processing. Under no circumstances will false reports ever be considered "a joke" or "minor mischief." They will be immediately reported.

All reports will be investigated and a determination of outcomes made within ten business/school days. Written documentation of the report must include the following information in order to conduct a proper and complete investigation:

1. What is the alleged victim's name?
2. What is the alleged bully's name?
3. On what date did the alleged incident occur?
4. Is the alleged bully a student or staff member of ECIA? If no, explain.
5. Are you an ECIA student, teacher, parent, or staff member?

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6. How do you know about the alleged incident?
7. Did anyone else witness the alleged incident/behaviors? Provide full names.
8. What are the specific Harassment/Intimidation/Bullying behaviors are you reporting?
 - a. Hurtful teasing
 - b. Insulting remarks
 - c. Sending nasty notes
 - d. Social exclusion
 - e. Spreading rumors
 - f. Physical abuse
 - g. Physical injury
 - h. Stalking
 - i. Cyber-bullying via text/email/blogs/social networks
 - j. Stalking
9. Where specifically did the incident take place? Was it a non-school activity? Text? Computer related?
10. How long do you suspect that this behavior has been going on?
11. Please provide a detailed summary of the incident including names and locations.
12. How can you be reached for further questioning? Please provide phone number and email (optional).