



Bully Report Process-

At El Capitan, bullying is never tolerated. On a repeated basis students are made aware of our reporting process through our morning announcements and teacher demonstrations during Advisory/Homeroom. Bullying is defined for students and they are given clear directions on what they should do if they feel they are being bullied. Any student who feels they are being bullied is encouraged to follow these steps to report it:

1. A student reports bullying to their Advisory/Homeroom teacher
 - a. The teacher will define bullying and help the student determine if the circumstances would be considered bullying.
 - i. If it is, the teacher helps them fill out a bully report.
 - ii. If it isn't, the teacher helps them develop some alternative plans for dealing with the situation.
 - b. The teacher will send a letter home to parents notifying them that their child has turned in a bully report and that the school is monitoring the situation.
2. The teacher will contact the A/H teacher of the accused bully
 - a. The accused's A/H teacher will define bullying for the accused and without giving away any information about the victim, will warn the accused that if they are bullying students, they should stop immediately or face severe consequences.
 - b. The teacher will send a letter home to the parents of the accused asking them to talk with their child about bullying and encourage them not to bully other students.
 - i. This does not mean that their child is a bully, but that there has been a report filed. If not further events happen, the report stays with the A/H teachers.
3. If bullying is continued, the student should notify their A/H teacher immediately or school Administration.
 - a. The teacher will notify administration of a repeated event and the bullying will be addressed by administration as repeated bullying which can result in removal from the school community if conduct continues.

We believe that every child deserves a safe environment to learn. We are committed to give every child the ability to alert us to any situation that may jeopardize that environment. Bully reports are available to students through their Advisory/Homeroom teacher as well as in the office. If you have any further questions, please feel free to contact your child's administrator or Mr. Wimp.

Grade 8- Sal Breton, GIA

Grade 7- Edward Robinson, VP