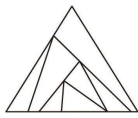


Bullying and Cyberbullying Prevention Policy

1. Scope: Bullying and cyberbullying are strictly prohibited. This Policy covers conduct that takes place in the school, on *Sacramento School of Engineering and Science* (SSES) property, at school-sponsored functions and activities, on school buses or vehicles, and at bus stops. This Policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, at bus stops, and on school computers, networks, forums, and mailing lists. This Policy applies to the entire SSES community, including educators, school staff, students, parents and volunteers.

2. Definitions:

- A. “Bullying” means any written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
- B. “Harassment” means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person. Harassment means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school’s educational programs or activities because the conduct is so severe, persistent or pervasive. This includes conduct that is based on a student’s actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing or protected characteristic that may be defined by the state or local educational agency. This also includes association with a person or group with one or more of the abovementioned characteristics, whether actual or perceived.
- C. “Cyberbullying” means electronic communication that targets a specific student, is published with the intention that the communication be seen by or disclosed to the targeted student, is in fact seen by or disclosed to the targeted student, and creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities or performance.



3. Notice: This policy will be distributed annually and will also be included in any student codes of conduct, disciplinary policies, student handbooks, and SSS website.

4. Reporting Bullying and Harassment:

A. Procedures- These Procedures for reporting incidents of bullying and cyberbullying are designed to ensure confidentiality to those reporting bullying or cyberbullying incidents, as well as protection from reprisal, retaliation, or false accusation against victims, witnesses, or others with information regarding a bullying or cyberbullying incident.

All allegations of bullying or harassment shall be reported to the Head of School or a designated staff member. Prior to notification of any parent or guardian regarding any incident of bullying, harassment or cyberbullying, school authorities must consider the issue of notification as they would any other educationally-relevant decision, considering the health, well-being, and safety of any students involved in the incident including confidentiality.

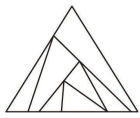
B. Any SSES employee who has information about or a reasonable suspicion that a person is being cyberbullied shall report the matter immediately to the Head of School or their delegate. Any SSES administrator who receives a report of cyberbullying must take immediate steps to ensure prompt investigation of the report.

Whomsoever is designated to investigate the allegation shall do so in a timely manner and determine appropriate disciplinary action. The Head of School or designated staff member will be held accountable for doing everything possible, within reason, to resolve the situation.

C. Anonymous Reports- Bullying and cyberbullying may be reported anonymously. This may be done by the student or someone delegated by the student placing an unsigned report into the Head of School's mailbox in the Administration Office. However, disciplinary action cannot be taken solely based on an anonymous report. Anonymous reports will be investigated with the same procedure, timeliness and vigor as other reports and disciplinary action can occur based on the results of the investigation.

D. False Reports- Students or employees who file false reports of bullying or harassment will be subject to disciplinary action.

E. Parental Reports-Reports alleging bullying or harassment may be filed with the Head of School or the designated staff member.



F. Responsibility of Students- Any student who observes an act of bullying or harassment should report the bullying or harassment to the Head of School or the designated staff member.

G. Responsibility of Staff- All SSES staff members will take reasonable measures to prevent bullying and harassment and are obligated to report any such acts that come to their attention.

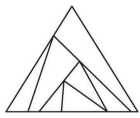
H. Retaliation- Retaliation or threats of retaliation meant to intimidate the victim of bullying or harassment or toward those investigating the incident will not be tolerated and will be subject to disciplinary action.

5. Investigation of Bullying and Harassment: Once reported commencement of the investigation will begin promptly by the Head of School or her designee. If the Head of School is unavailable upon the report of bullying or harassment, or is the subject of the report, the investigation will be undertaken by the Director of Operations. Proper disciplinary action will be taken immediately following the conclusion of the investigation.

6. Discipline and Remediation: Disciplinary actions for bullying and harassment may include, but are not limited to: restorative justice practices, warnings, counseling, loss of opportunity to participate in extracurricular activities, school social events or graduation exercises, loss of school bus transportation, community service, in-school suspension, short term suspension, long term suspension, or expulsion. The specific consequences should be consistent, reasonable, fair, age appropriate, match the severity of the incident, and in the case of cyberbullying, be by the least restrictive means necessary. If necessary, counseling will be provided for the target and/or the student perpetrating the bullying or harassment.

7. Training and Prevention: All licensed school employees will complete training on how to recognize signs that a person is being bullied or cyberbullied. Students and staff will be given instruction on how to prevent bullying and harassment. This will also include instruction on the process for filing complaints and the process/consequences that will result from the complaint.

In addition, SSES shall comply with the requirement that anti-bullying be included as part of the health education curriculum as set forth in 6.30.2.19 NMAC (“content standards - health education”).



Additional Procedures

Bullying will not be tolerated at SSES. Students have a right to be free from any form of bullying. Students, parents, and school employees have a right and a responsibility to report incidents of bullying. Any student who engages in such behavior will face behavioral consequences through the school, and could face charges in the legal system.

Reports of Bullying

1. Anonymous bullying report forms will be available in all classrooms and in the front office of the school building. During the first month of school, students will receive a character education lesson and be informed on how to report bullying and the expectation to report witnessed bullying.
2. Reports can be left in the Head of School's mailbox, which will be checked daily. Individuals can also report bullying via email to the Head of School.

Investigation of Bullying

1. Investigations of reported bullying will be conducted by the Head of School or their designee. The Head of School will aim to conduct all investigations within 48 hours of the received report.

Discipline and Remediation

1. Discipline for bullying will be handled on a case by case basis, at the discretion of the Head of School or their designee. All disciplinary consequences will be consistent, reasonable, fair, age appropriate, match the severity of the incident, and in the case of cyberbullying, be by the least restrictive means necessary. If necessary, counseling will be provided for the target and/or the student perpetrating the bullying or harassment. The Head of School will communicate with the parent/guardian of affected students regarding all disciplinary decisions.

Training and Prevention

1. All non-contract SSES staff will receive training during summer professional development on bullying and harassment.

Approved by the Sacramento School of Engineering and Science Governing Board on April 22, 2025.