



# Chester Upland School District

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## Chester Upland School District Bullying Report Procedure

### Step 1 - Reporting

A student or his/her parent/guardian who believes s/he has been subject to conduct that is in violation of the Chester Upland School District's anti-bullying policy is encouraged to immediately report the incident to the school's principal and/or climate manager(s), or to any other member of the school staff, including teachers, guidance counselors, safety officer, coaches and/or administrators. A school employee who witnesses, suspects or is notified that a student has been subject to conduct that is in violation of this policy shall immediately report the incident to the building principal and/or climate manager(s). The complainant or reporting employee is encouraged to use the report form available from the building principal.

Also, students who feel bullied, harassed, or intimidated along with parent/guardian shall make a report via the Chester Upland School District bullying hotline @ (610) 447-5888 or email: [nobullying@chesteruplandsd.org](mailto:nobullying@chesteruplandsd.org).

### Step 2 - Investigation

Upon receiving a complaint of bullying, the school's principal and/or climate manager(s) shall investigate the complaint. The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. The investigator shall attempt to secure statements from all participants in, and witnesses to the complaint. The obligation to conduct this investigation shall not be negated by the fact that a criminal or other investigation of the incident is pending or has been concluded.

### Step 3 - Violation Consequences

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct.

If the allegations are confirmed, the building principal and/or climate manager(s) shall:

- 1. Inform the student(s) found to have violated this policy and his/her parents/guardians of the results of the investigation, including the actions of the student and the consequences for his/her actions.**
- 2. Review the definition of bullying and the district's policy on bullying with the student(s) and his/her parents/guardians.**
- 3. Administer the consequences for the behavior relative to the number of offenses and the severity of the behavior.**

