CESAR CHAVEZ ACADEMY HIGH SCHOOL STAFF ANTI- BULLYING REPORTING PROCEDURE

STEP 1

Hear or Observe a bullying incident

STEP 2

Report incident to Mr. Parker immediately

STEP 3

Mr. Parker will acknowledge receipt of report

STEP 4

Report using bullying form on the CCA website, paper copy, or

STEP 5

Follow up will be done within 24 hours of receipt.

FOLLOW-UP ACTION STEPS

STEP 6

Consultation with bully/ or victim to determine the seriousness of the bullying

STFP 7

parents will be contacted . And a meeting will be scheduled

STEP 8

Incident will be recorded in the school database as a log entry.

STEP 9

Will continue to follow up with all parties Involved to ensure that bullying doesn't continue.