

Child's Voice Family Handbook

BULLYING, INTIMIDATION, AND HARASSMENT PROHIBITED

No person, including a Child's Voice employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of these perceived characteristics; or any other distinguishing characteristic. Child's Voice will not tolerate harassing or intimidating conduct, or bullying, whether verbal, physical, sexual, visual, or electronic, that adversely impacts the education of any student, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

BULLYING, INTIMIDATION and HARASSMENT

Child's Voice is committed to having all students treated with dignity and respect. Bullying, intimidation and harassment in any form by any representative of Child's Voice including but not limited to students, employees, clients, agents, parents or suppliers is contrary to school policy and will not be tolerated. To this end, we provide you with the following information to educate you, as you too are responsible adhering to our policy.

According to the Federal Law, Harassment falls in two categories:

1. Quid pro quo

Meaning, "this for that" or "something for something." Harassment occurs when an individual is forced to choose between giving in to a superior's sexual demands and/or forfeiting an economic benefit such as a pay increase, promotion, or continued employment.

2. Hostile environment

Occurs when sexual or other discriminatory conduct is so severe and pervasive that it interferes with an individual's performance; creates an intimidating, threatening or humiliating environment; or perpetuates a situation that affects the any representative of Child's Voice including but not limited to students, employees, clients, agents, parents or suppliers physical well-being. A hostile environment can be created by administrators, co-workers, students, parents, and non-employees such as customers or vendors.

Child's Voice will not tolerate harassing or intimidating conduct, or bullying, whether verbal, physical, sexual, visual, or electronic, that adversely impacts the education of any student, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Child's Voice is committed to adhering to and enforcing our bullying, intimidation and harassment policy and will not tolerate behavior of any kind in regard to Title VII i.e. race, religion, sex, age, national origin, ancestry, citizenship, disability, including pregnancy, veteran status, gender, and gender identity.

Further, our bullying policy includes other characteristics that are not a protected class under Title VII such as, but not limited order of protection status; status of being homeless. Title VII of the Civil Rights Act of 1964, as amended, also prohibits retaliation for opposing any form of discrimination, including harassment, for filing a complaint, testifying, assisting, or participating in any manner in an investigation or proceeding regarding any form of discrimination, including harassment, of any association with a person or group with one or more of these perceived characteristics; or any other distinguishing characteristic.

All representatives of Child's Voice have the responsibility to prevent bullying, intimidation and harassment. This means taking immediate and appropriate action, including disciplinary action and/or adverse action, with respect to individuals found to have engaged in harassment. Students are encouraged to report all incidents of bullying, intimidation and harassment to the Executive Director.

Prohibited Conduct

Child's Voice considers the following conduct to represent some of the types of acts, which violate Child's Voice bullying, intimidation and harassment policy:

- A. Physical assaults of a sexual nature, such as: rape, sexual battery, molestation or attempts to commit these assaults; and intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against a student's body, or poking a student's body.
- B. Unwanted sexual advances, or other discriminatory actions, propositions or other sexual comments, such as: sexually-oriented, gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience or an individual's race, gender, religion, national origin, ethnicity, or sexual preference or physical disability, directed at or made in the presence of any student who indicates or has indicated in any way that such conduct in his or her presence is unwelcome.
- C. Preferential treatment pertaining to a student's race, gender, religion, national origin, ethnicity, or sexual preference or physical disability, promises or preferential treatment to a student(s) for submitting to sexual conduct, including soliciting or attempting to solicit any student to engage in sexual activity or compensation or reward; and
- D. Subjecting, or threats of subjecting, student to unwelcome sexual attention or conduct or intentionally creating a hostile, or offensive educational environment.

E. Sexual or discriminatory displays or publications anywhere in Child's Voice educational environment such as:

- Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually or discriminatory suggestive, sexually or discriminatory demeaning, or pornographic, or bringing into Child's Voice educational environment or possessing any such material to read, display or view at work.
- Reading or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic or discriminatory under Title VII
- Displaying signs or other materials purporting to segregate or discriminating against a student(s) pertaining to their race, gender, religion, national origin, ethnicity, or sexual preference or physical disability,
In any area of the educational (other than restrooms and similar semi-private lockers/changing rooms).

F. *Internet, email or intranet harassment is strictly prohibited at Child's Voice. Harassment via the Internet or the Child's Voice Intranet or on an individual's personal computer may include, but is not limited to:*

- The viewing, downloading, or transmitting of sexually obscene or offensive material,
- Messages which may be considered threatening to the recipient, messages with derogatory or inflammatory remarks pertaining to Title VII i.e. an individual's race, gender, religion, national origin, ethnicity, or sexual preference or physical disability, pregnancy, gender and gender identity, marital status, and military status.
- Messages, text, or images which may be perceived by the recipient as creating a hostile educational environment pertaining to Title VII i.e. an individual's race, gender, religion, national origin, ethnicity, or sexual preference or physical disability, pregnancy, gender and gender identity, marital status, and military status.
- Programs developed to harass other users or damage the software components of a computer or computing system.

Consequences of Harassment Policy Violation

If monitoring of Internet usage and/or any Child's Voice information system reveals possible evidence of a violation of criminal statutes, this evidence and any other related information,

including identification information about the user, may be provided to law enforcement officials. All communications, including text and images, are considered public communication and may be disclosed to law enforcement or other third parties without prior consent or knowledge of the sender or receiver.

What to do if you feel you have been bullied, intimidated and/or harassed

Students who feel mistreated by bullying, intimidation and/or harassment are encouraged to report the incident to the Executive Director immediately. Our policy is that all incidents are to be reported verbally and in writing. In the event of a complaint, Child's Voice will:

- Conduct a thorough investigation of the complaint and charges
- Result of the findings, will take appropriate action

Students may also report incidents of harassment to the Executive Director or any member of the Administrative Team or staff member. Complaints and discussions regarding harassment will be handled with the utmost sensitivity and in the strictest confidence possible.

Students who have a complaint should be aware that it is illegal to be subjected to any retaliation based on their complaint as provided for under law. No adverse action will be taken against any student for honestly and factually reporting an incident. False accusations of harassment, however, will result in the same severe disciplinary actions applicable to one found in violation of our bullying, intimidation and harassment policy.

Harassment is unlawful and hurts everyone at the school. Any of the prohibited conduct described here is harassment of anyone at whom it is directed or who is otherwise subjected to it. Each incident of bullying, intimidation and/or harassment, moreover, contributes to a hostile educational environment. Anyone who engages in such conduct should be and will be made to bear the full responsibility for such unlawful conduct.

Hierarchy of Consequences for CV PBIS and Bullying

The hierarchy is as follows:

1. Class rule reminder
2. Individual rule reminder
3. Child removal from activity (2-4 minutes)
 - a. Practice/model appropriate behavior before returning
4. Individual conference with the child (a blue note is sent home from the teacher)
5. Child is sent to the office (a red note is sent home from the principal)

*If a student reaches level 5 twice for the same behavior = phone call from principal

**If a student reaches level 5 three times for the same behavior = parent conference with principal

Cards:

In addition to the hierarchy, the students will all have a pocket chart with their names on it. Each student will start the day off with a green card. If a staff member observes a negative behavior, then the child will need to “flip their card” to a different color. The cards are as follows:

- **Green:** Child starts the day on green. The child and teacher must go through first 2 tiers of the hierarchy before they “flip their card” to yellow.
- **Yellow:** When the child has moved to the 3rd tier of the hierarchy, he/she flips to yellow. This is a warning stage.
- **Blue:** A child flips their card to blue when they reach the 4th tier. A “blue note” will be sent home by the teacher. Please sign the note and return it the next day.
- **Red:** When a child reaches the 5th tier, they automatically are sent to the office and a “red note” is sent home by the principal.

There will be incidences where a child may automatically go to “red” when a major behavior is observed, and a child’s safety is at stake.



Classroom Referral Form

Name: _____

Date: _____ **Time:** _____

Teacher: _____

Referring Staff: _____

1. Location		2. Possible Motivation	
<input type="checkbox"/> Playground	<input type="checkbox"/> Classroom	<input type="checkbox"/> Obtain peer attention	<input type="checkbox"/> Avoid Peer(s)
<input type="checkbox"/> Lunch Room	<input type="checkbox"/> Bathroom	<input type="checkbox"/> Obtain adult attention	<input type="checkbox"/> Avoid Adult
<input type="checkbox"/> Bus Area/Coat Room	<input type="checkbox"/> Hallway	<input type="checkbox"/> Obtain items/activities	<input type="checkbox"/> Unknown
<input type="checkbox"/> Indoor Recess	<input type="checkbox"/> Other _____	<input type="checkbox"/> Avoid task or activity	<input type="checkbox"/> Other _____
3. Problem Behavior (Minor)			
<input type="checkbox"/> Disrespect: <i>bullying defiance insubordination non-compliant</i>			
<input type="checkbox"/> Disruption: <i>calling out talking out of turn noise making</i>			
<input type="checkbox"/> Lying/Cheating			
<input type="checkbox"/> Property Damage			
<input type="checkbox"/> Minor physical contact: _____			
<input type="checkbox"/> Other _____			
4. Action Taken by Referring Adult		5. Others Involved in Incident	
<input type="checkbox"/> Loss of privilege	Did you follow the hierarchy? <input type="checkbox"/> Classroom reminder <input type="checkbox"/> Student reminder <input type="checkbox"/> Flip to yellow <input type="checkbox"/> Flip to blue	<input type="checkbox"/> None	
<input type="checkbox"/> Conference with student		<input type="checkbox"/> Peers	
<input type="checkbox"/> Parent Contact		<input type="checkbox"/> Support Staff	
<input type="checkbox"/> Other _____		<input type="checkbox"/> Teacher	
		<input type="checkbox"/> Unknown	

	<input type="checkbox"/> If not, why? _____	<input type="checkbox"/> Other _____
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Incident Report (To be signed and returned to teacher)

Student Name: _____

Action Taken

- Loss of privilege
- Conference with student
- Parent Contact
- Other _____

Description of Behavior:

Parent/Teacher Conference Requested

- Yes No

Date: _____

Parent Signature _____



Office Discipline Referral

Name: _____

Date: _____ Time: _____

Teacher: _____

Referring Staff: _____

<p>1. Location</p> <p><input type="checkbox"/> Playground <input type="checkbox"/> Classroom</p> <p><input type="checkbox"/> Lunch Room <input type="checkbox"/> Bathroom</p> <p><input type="checkbox"/> Bus Area/Coat Room <input type="checkbox"/> Hallway</p> <p><input type="checkbox"/> Indoor Recess <input type="checkbox"/> Other _____</p>	<p>2. Possible Motivation</p> <p><input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Avoid Peer(s)</p> <p><input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Avoid Adult</p> <p><input type="checkbox"/> Obtain items/activities <input type="checkbox"/> Unknown</p> <p><input type="checkbox"/> Avoid task or activity <input type="checkbox"/> Other _____</p>
<p>3. Problem Behavior (Major)</p> <p><input type="checkbox"/> Bullying</p> <p><input type="checkbox"/> Fighting/Physical Aggression</p> <p><input type="checkbox"/> Overt defiance: _____</p> <p><input type="checkbox"/> Disruption: <i>calling out</i> <i>talking out of turn</i> <i>noise making</i></p> <p><input type="checkbox"/> Lying/Cheating</p> <p><input type="checkbox"/> Property Damage</p>	

<input type="checkbox"/> THIRD Classroom referral for this behavior this quarter _____	
4. Action Taken by Referring Adult	5. Others Involved in Incident
<input type="checkbox"/> Loss of privilege <input type="checkbox"/> Conference with student <input type="checkbox"/> Parent Contact <input type="checkbox"/> Other _____	<input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Support Staff <input type="checkbox"/> Teacher <input type="checkbox"/> Unknown <input type="checkbox"/> Other _____



Incident Report (To be signed and returned to office)

Student Name: _____

Description of Behavior:

Action Taken

 Loss of privilege
 Time in Office
 Conference with student
 Parent Contact
 Other

Parent/Teacher Conference Requested

Yes No

_____ Date: _____
 Parent Signature