



# WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

KENNETH C. HURST, SR., ED.  
SUPERINTENDENT

## West Contra Costa Unified School District Legal Notice for Pupils and Parents/Guardians **Bullying and Harassment**

The West Contra Costa Unified School District (“WCCUSD”) prohibits discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics of a person’s disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance occurring within a District school.

Bullying is defined as any *severe or pervasive* physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils directed toward one or more pupils that has or can be reasonably predicted to have the effect of causing a reasonable pupil to experience a substantially detrimental effect on the pupil’s physical or mental health, academic performance, or ability to participate in school activities.

*Administrative Regulation/Board Policy 5131.2*

### **REPORT IT**

Any person that has been a victim of, or witnessed bullying or harassment on school grounds, during school activities, or going to and coming from school is highly encouraged to report the incident immediately to a counselor, administrator, or other adult personnel on campus. Students have the ability to report the incident anonymously through the Uniform Complaint Form located at the school.

### **INVESTIGATION**

The principal or designee shall promptly investigate all complaints of bullying or sexual harassment. The student who filed the complaint shall have an opportunity to describe the incident, present witnesses and other evidence of the bullying or harassment, and put his/her complaint in writing. Within 10 school days of the reported incident, the principal or designee shall present a written report to the student who filed the complaint and the accused individual. The report shall include his/her findings, decision, and reason for the decision. If the student is in disagreement with the outcome of the investigation, an appeal can be filed at the District Office; 1108 Bissell Avenue, Richmond CA 94801-3135

### **TRANSFER REQUEST**

A child that has been reported as the victim of a violent offense or bullying as defined by state law is entitled to transfer to another school within or outside the District, under California Education Code 46600 § (b). Placement at a requested school is contingent upon space availability. Transfer requests can be obtained at the District Office located at 1108 Bissell Avenue, Richmond, CA 94806.

1108 BISSELL AVENUE, RICHMOND CA 94801-3135 | Phone: (510) 231-1100

**Board of Trustees:** Jamela Smith-Folds, **Trustee Area 1** | Otheree Christian, **Trustee Area 2** | Mister Phillips, **Trustee Area 3** | Demetrio Gonzalez Hoy, **Trustee Area 4** | Leslie Reckler, **Trustee Area 5**