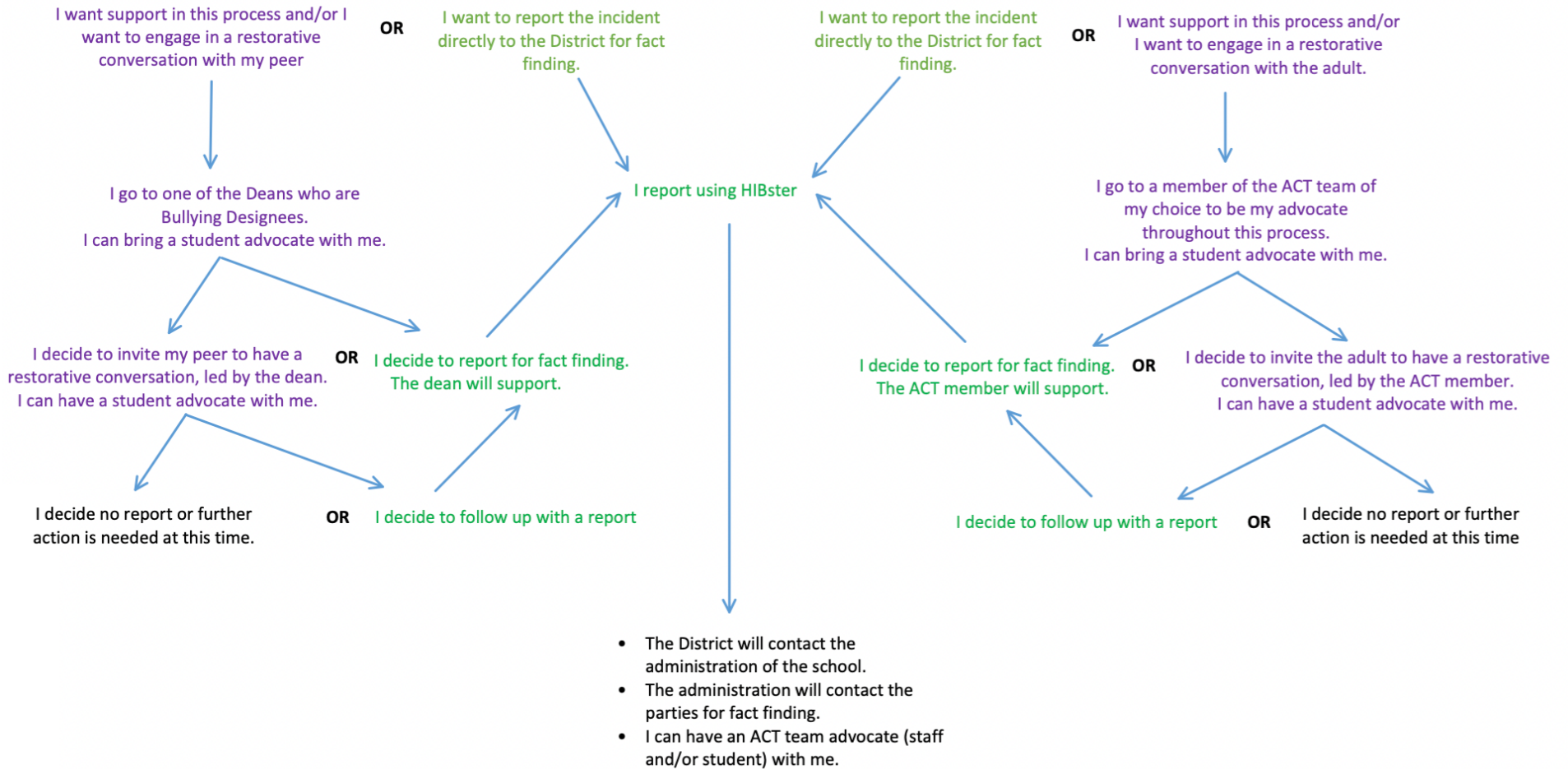


Alliance for Creating Trust (ACT) Protocol

Something happened...
that made me feel uncomfortable, and/or is negatively impacting my school experience.

Between myself and a peer

Between myself and an adult



Key Terminology

Restorative Conversation (RC)	A Restorative Conversation is one where the parties involved engage in a structured and empathetic dialogue about what happened and the negative impact it had. The intention and views of both parties are shared and heard. The hope is to restore trust in the relationship by accepting accountability which is the first step to healing. RCs are a way to move forward with a better understanding and therefore a better relationship and school experience.
ACT team Alliance for Creating Trust Team	Members of this team are trained in facilitating RCs and are the designated members of our school community to lead RCs between students and staff. The student chooses an ACT member they are most comfortable with. Members are the administrators, Equity Coordinator and United Minority Council (UMC) Faculty Representative. <ul style="list-style-type: none">• Principal Payne -- jhendricks@philasd.org• Assistant Principal Harrison -- mharriso@philasd.org• Assistant Principal DeNaples -- mdenaples@philasd.org• Equity Coordinator Ms. Robinson -- mrobinson@steppingstonescholars.org• UMC Rep Ms. Siu -- mohara@philasd.org There are also designated Student Advocates on the ACT team through UMC. These Student Advocates are well prepared to support students through the entire process, and can be present at RCs, but are unable to lead RCs at this time.
Bullying Designee	Bullying Designees are a District appointment, are trained in facilitating RCs and are the designated members of our school community to lead RCs between students. The deans are Masterman's Bullying Designees. A student can choose either dean. <ul style="list-style-type: none">• Middle School Dean Ms. Geiger -- ngeiger@philasd.org• High School Dean Mr. Gilken -- jgilken@philasd.org
HIBster	HIBster is the School District of Philadelphia's reporting system. Students, parents and staff may use HIBster to report incidents of bullying and/or harassment between students and/or staff. Submitting the form is submitting a report. Once submitted, the District contacts Masterman's administration to investigate and then determine if action is warranted. An investigation is gathering testimonies from the various parties. The result of the investigation and/or action taken is never given to the initial reporter to maintain confidentiality of all parties. Below is the link to submit a report through HIBster. A student can ask for help from a Bullying Designees and/or ACT members when filling out the form as it can be overwhelming at first. https://pareporting.hibster.com/Pages/Home.aspx?id=241 Note: No retaliation shall occur against any individual who submits a complaint alleging bullying, harassment or discrimination. To report retaliation, send an email to antiharassment@philasd.org

Submitting a report	Submitting a report is entering a complaint through HIBster. The HIBster form is the report, and statement of complaint. See description of HIBster above.
Student Advocate	A student may determine a peer to help support them through the process of an RC and/or reporting. In other words, it's a "buddy" to have with them while engaging in an RC and/or reporting. This peer will become their designated Student Advocate, and will sign a confidentiality form. Students
Staff Advocate	If the student chooses a purple path, then the Staff Advocate is either the Bullying Designee (Dean) for student-student incidences or the ACT team staff member for student-staff incidences. This Staff Advocate will help support the student and guide them through the process of an RC and/or reporting.
Check-In	If the student chooses a purple path, then the Staff Advocate will check-in with the student a few weeks after the process comes to a close. The purpose of the check-in is to see how the student is doing, get a wellness update, ensure there has been no retaliation or negative outcomes, and see if the student needs any further support (UMC mentorship, counselor support, another RC). District policy states that the student cannot know the outcome of any report made, due to confidentiality.

How to Pick a Path:

If you choose a purple path(s):

- The Staff Advocate of your choice will guide you through the process
- A student advocate/buddy of your choice (or from ACT team) is available
- A Restorative Conversation is an option
- Your Parent/Guardian is contacted by your Staff Advocate**
- The Staff Advocate will check-in with student a few weeks after the process closes.

If you choose a green path(s):

- Your report goes directly to the District
- You will be contacted by administration once they receive the report.
- You will be offered a student advocate from the ACT team.
- Your parent/Guardian is contacted by administration**

**In situations regarding issues protected by policies of the School District of Philadelphia regarding sexual orientation and identity, the student has the right to decline parent/guardian contact.