



Paso Robles Joint Unified School District Anti-Bullying/ Harassment Reporting Procedures

When an incident of bullying or harassment is reported by a student, parent, or witness, the following procedures will be followed at every school site in the district.. These procedures include confidential reporting, investigation, and follow-up of the incident by an administrator or Director of Student Services.

When Initial Contact of the Incident is from a Parent:

Parents should contact the school immediately if their child reports any type of behavior which could cause an unfriendly environment for their child or any child. If you would like to report an incident, yet stay anonymous, you may click on the “Anti-Bullying Incident Report Form” located on our district and school web sites. This form, when submitted, will be sent to the Director of Student Services as well as the school administration. If you contact the school, the staff member will take notes about the incident and get as much information as possible, including name of the perpetrator, the victim, any witnesses, the type(s) of behavior(s), the location(s) of the incident, and the time(s) of incident. The staff person may have you speak with an administrator or counselor immediately; if you do not speak to either when reporting the incident you can expect a phone call that day. If you do not hear back from the school site that day by 4:00 pm, please contact the district office at (805) 769-1000 ext. 30141. Site administration will be notified as soon as possible!

The following are the steps school staff will take when notified of any incident:

- We will interview the victim and get a witness statement.
- We will investigate the incident.
- We will interview the alleged perpetrator (not at the same time as the victim or witnesses or when they are in the office).
- We will document the incident in the student information system, allowing the school to track all incidents of harassment and/or bullying-like reports.
- In order to maintain confidentiality for the victim/reporter, we will be discrete and not say, “John’s mother said you are bullying John.”
- If our investigation shows evidence of bullying, we will follow progressive discipline steps listed below.
- We will follow up with the victim and the parents within one week of the initial report to make sure everything is resolved.
- If the student is retaliated against or further bullying occurs, the student needs to report it to an adult at home and an adult at school.

When Initial Report is by a Student Victim:

When a student victim contacts the office about bullying issues, the student will be asked to fill out a Statement of Fact, which will be used to interview the student and take notes about the incident. If the student is unable to fill out the form or chooses not to fill out the form, staff will still interview the student in a confidential setting, assuring that

the victim feels safe in reporting such incidents. Types of needed information include: the name of the perpetrator, any witnesses, the type of behavior, the location of the bullying, and the time of bullying. The report will be documented in the student information system, allowing the school to track all incidents. Site administration will be notified as soon as possible!

The school will take steps to eliminate bullying type behavior:

- We will investigate the incident.
- We will interview the alleged perpetrator (not at the same time as the victim or witnesses or when they are in the office).
- In order to maintain confidentiality for the victim/reporter, we will be discrete and not say, "Jose said you are bullying him."
- We will call the parents of the victim.
- If our investigation shows evidence of bullying we will follow progressive discipline. We will not be able to tell the victim what action we take regarding the perpetrator because of confidentiality laws.
- We will follow up with the victim and their parents within one week of the initial report to make sure everything is resolved.
- If the student is retaliated against or further bullying occurs, the student needs to report it to an adult at home and an adult at school. Tell the student the perpetrator may come up and say something like, "Why did you tell on me?" They should say, "I don't know what you are talking about," walk away, and report the incident to an adult at home and an adult at school.

When Initial Report is from a Witness:

When a witness contacts the office about harassment and/or bullying issues involving other students, the witness will be asked to fill out a Statement of Fact, which will be used to interview the student and take notes about the incident. If the witness does not want to fill out the form or chooses not to fill out the form, staff will still interview the witness in a confidential setting, assuring that the witness feels safe in reporting such incidents. Students, parents, and witnesses may access the Anti-Bullying Incident Report Form online and submit anonymously. Types of needed information include: the name of the perpetrator, the name of the victim(s), any other witnesses, the type of behavior, the location of the incident, and the time of incident. This will be documented in the student information system, allowing the school to track all incidents. Site administration will be notified as soon as possible!

The school will take steps to help end the bullying behavior:

- We will interview the victim(s) and other witnesses.
- We will interview the alleged perpetrator (not at the same time as the victim or when the victim is in the office).
- In order to maintain confidentiality for the victim/reporter, we will be discrete and not say, "Veronica said you are bullying Ophelia."
- If our investigation shows evidence of bullying we will follow progressive discipline. We will not be able to tell the witness the disciplinary action taken with the perpetrator because of confidentiality laws.
- We will follow up with the victim and their parents within one week of the initial report to make sure everything is resolved.

- If the student is retaliated against for being a witness or is bullied by the individual, they need to report it to an adult at home and an adult at school. Tell the student the perpetrator may come up and say something like, “Why did you tell on me?” They should say, “I don’t know what you are talking about,” walk away, and report the incident to an adult at home and an adult at school.

After an investigation, if the alleged perpetrator is found to have participated in the harassment or bullying of another student, the following progressive discipline procedures will be followed:

Progressive Discipline for Harassment / Bullying Behaviors

1. Counseling, parent contact, letter of reflection.
2. Lunch detention, behavior support plan, and parent contact.
3. Multiple lunch detentions; and/or after school detention; and/or class suspension; and/or home suspension; and parent contact.
4. Mandated counseling.
5. Suspension and school site behavior/discipline contract.
6. District discipline contract.
7. Expulsion.