

**Salinas Union High School District**  
**Bullying Reporting Guide**

**Student:**

- Step 1: Contact your teacher, counselor, and/or administrator and communicate the bullying incident.
- Step 2: Complete a Bullying and Harassment Form and/or Witness Form available in the main office or district website.
- The school principal/designee investigates the incident within 2 school days. Resolution for incidents is given to parents/guardians within 2 school days.
- Step 3: The administrator will take appropriate disciplinary action.

**Parents:**

- Step 1: Contact your child's school and verbally report bullying incident.
- Step 2: Complete a Bullying and Harassment Form available at your child's school or district website.
- The school principal/designee investigates the incident within 2 school days. Resolution for incidents is given to parents/guardians within 2 school days.
  - Appropriate disciplinary action is taken. All suspensions for bullying should have an accompanied Bullying and Harassment report.
- Step 3: If not satisfied with the investigation, contact the School Principal.
- The Office of Pupil Personnel Services will work with the school to ensure that the incident is investigated within 2 school days. The Office of Pupil of Personnel Services will ensure that resolution is sufficient.
  - The Coordinator for Non-Discrimination will work with the school regarding complaints of discrimination.

**Teachers:**

- Step 1: Contact your student's administrator and communicate the bullying incident (verbal or via email)\*. If your student administrator is not available, contact the school principal.
- Step 2: The administrator will conduct an investigation regarding the reported incident within 2 school days. Resolution for incidents is given to teachers and parents/guardians within 2 school days.
- Step 3: The administrator will take appropriate disciplinary action.

**Classified Support Staff:**

- Step 1: Contact the student's administrator and communicate the bullying incident (verbal or via email)\*. Or complete a Bullying and Harassment Form if someone is reporting the incident to you.
- Step 2: If you completed a Bullying and Harassment Form submit to administration.
- The school principal/designee investigates the incident within 2 school days. Resolution for incidents is given to parents/guardians within 2 school days.
- Step 3: The administration will take appropriate disciplinary action.

**Administrator:**

- Step 1: Contact the student target within 2 days of receiving a report. Interview the student and get a written statement on the incident.
- Step 2: Investigate the incident.
- Step 3: Provide interventions and/or take appropriate disciplinary actions and/or interventions. (i.e. contract)
- Step 4: Conference (phone or in person) with parent and students (victim and aggressor) regarding incident, actions taken, follow-up actions and consequences for future incidents

**Counselors/Community Human Services Counselor:**

- Step 1: The counselor will meet with the student target and/or parent; they will have student complete the witness report form and will conduct an interview the student and/or parent.
- Step 2: The counselor will determine intervention (counseling session, or referral) or administration involvement.
- Step 3: The counselor will follow up with the student target and/or bully.

**Other Info:**

\*Email must include:

A summary of the incident; who, what, where, when, why, and any other pertinent information

\*\*Make sure every incident is documented and reported on E-schools +, scan report to Robert Cannon

## Salinas Union High School District Interventions

What are the preventions?

- Refer to individual school site programs

What are appropriate interventions?

Teacher Interventions:

- Stop the behavior
- Talk to the students
- Determine if bullying is involved
- Talk to students separately
- If conflict, refer to counselor or admin for a CRT
- If bullying, immediately follow process for reporting

Classified Support Staff Interventions:

- Stop the behavior
- Talk to the students
- Determine if bullying is involved
- Talk to students separately
- If conflict, refer to counselor or admin for a CRT
- If bullying, immediately follow process for reporting

Administration Interventions:

- Document everything
- Stop the bullying
- Interview separately
  - Talk to the target
  - Talk to the perpetrator
  - Talk to bystanders/witnesses
- Probation Officer conference
- Counseling sessions
- Behavior contract
- Parent conference
- Suspension
- Community Human Services Counselor
- Strengthening Families
- Log interventions
- CRT (only if there is conflict)
- Skill development
  - Impulse control
  - Anger Management
  - Conflict Resolution
  - Empathy Development
- Other