

**SAN LORENZO
UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Students

AR 5131 (a)

BULLYING/CYBERBULLYING

Conduct -Students Bullying

School behavior standards shall be coordinated district-wide, with particular attention to applying the standards for bullying behavior fairly and consistently among schools at the same grade level. Schools will follow district guidelines and policies according to the Education Code and school rules pertaining to related matters such as bullying, suspension and expulsion, student expression, and the rights and responsibilities of students. (Education Code 35291.5)

Indicators of Bullying Behavior

- Bullying behaviors may include, but are not necessarily limited to, the following:
 - Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

Administrative Responsibilities

- Communicate and ensure staff, students, and parents/guardians are informed annually of the district policy and school procedures regarding bullying, and all other related policies.
- Develop and incorporate anti-bullying procedures into behavior or discipline codes. Review and revise these annually, as appropriate.
- Create an environment where the school community understands that bullying is inappropriate and will not be tolerated.

Students

AR 5131 (b)

- Develop interventions to address bullying at all levels, schoolwide, classroom, and individual.
- Provide staff training to certificated and classified staff to ensure that staff is able to identify the indicators of bullying and understand their individual responsibilities to appropriately respond to and report bullying behavior.
- Provide training for new staff, as needed, on identification of and response to bullying as well as on the use of district adopted materials related to bullying and violence prevention.
- Designate a site coordinator for oversight of the anti-bullying program including student instruction, implementation of prevention and intervention strategies, and dissemination of bullying and harassment information to students, staff, and parents. The Coordinator shall act as a contact for reporting incidents of bullying and serve as a liaison for districtwide efforts to promote respect and a positive school climate in our schools.
- Enforce bullying/harassment procedures for disciplinary action fairly and consistently per the school behavior expectations/guidelines [and the district Discipline Matrix, if relevant].
- Assess or collect information from students regarding the extent of bullying they witness or experience at school (e.g., anonymous survey, focus group input, or incident report analysis).

Staff Responsibilities

- Create an environment where students understand that bullying is unacceptable and will not be tolerated.
- Discuss with all students all aspects of the bullying/harassment policy and strategies to prevent bullying.
- Encourage students to report bullying incidents.
- Learn to recognize the indicators of bullying behavior.
- Intervene immediately and take corrective action when bullying is observed.

Students

AR 5131 (c)

- Understand individual responsibility not only to intervene when bullying is observed, but also, to report incidents and actions to appropriate administrators, district offices, or outside agencies, as required.

Student Responsibilities

- Take responsibility for helping create a safe school environment.
- Do not engage in or contribute to bullying behaviors, actions, or words.
- Treat everyone with respect. Be sensitive to how others might perceive your actions or words.
- Students are expected to report all incidents of teasing, bullying, harassment, intimidation, or other verbal or physical abuse.
- Understand the bullying policy and guidelines about bullying and model it for others.
- Report bullying behavior directed at oneself or others to a trusted adult.
- Never engage in retaliatory behavior or ask of, encourage, or consent to anyone's taking retaliatory actions on your behalf.
- Learn ways to protect oneself from bullying and how to help others who have been bullied.

Parent Responsibilities

- Understand and discuss this policy and school rules with your child.
- Report incidents of bullying or harassment to your student's teacher, counselor, principal, or principal's designee.
- Learn the warning signs that your child might be a victim of bullying or a bully.

Responding to Bullying Complaints

- The district's response to bullying or harassment shall be comprehensive and involve staff, students, parents/guardians, and the community, as appropriate, in order to address bullying at all school levels. Such a program shall:
- Take reports of bullying seriously.
- Provide all parties involved with assurances regarding district policies on confidentiality and non-retaliation in the complaint investigation.
- Encourage individuals who witness bullying to report such incidents per the district report procedures.
- Obtain specific information relevant to any bullying complaint such as: the date, time, location, witness(s), and whether this was an isolated incident or related to previous incidents.
- Obtain a written statement from the complainant. If the complainant is unable to provide a written statement, school personnel shall assist in writing a statement as dictated by the complainant. It is important to note that any oral report of bullying is to be considered a complaint and, as such, must be investigated.
- Obtain a written statement from the student alleged to have committed the bullying act. If the student is unable to provide a written statement, school personnel shall assist in writing a statement as dictated by the student.
- Obtain statements from any witnesses, as appropriate.
- Assure the student reporting bullying that steps will be taken to monitor that the bullying behavior does not continue. Provide the individual with the names of school personnel who can help if the situation continues, escalates, or arises again.
- Determine what type of action or consequences will resolve the situation.

Consequences for a student who commits an act of bullying shall be appropriate according to:

- The nature of the behavior
- The developmental age of the student
- The student's history of problem behaviors and performance
- Consistent with related Board policies and schools' codes of conduct
- Inform the parents/guardians of both the victim and the child who committed the bullying of:
 - The nature of the incident
 - The results of the investigation
 - The type of action(s), consequences, and follow-up that will be taken to resolve the situation (as appropriate to ensure confidentiality)

Other Considerations

- If the student who was bullied (or parent/guardian on behalf of the student) believes the situation has not been remedied, she/he may file a complaint in accordance with district Uniform Complaint policy and procedures. Students and parents/guardians are to be informed annually of the process by which they may make a report of bullying or harassment or file a subsequent complaint.
- It is important to note that bullying may, at times, be part of a continuum of violence and that some bullying actions can and do constitute other categories of misconduct such as sexual harassment, hate-motivated behavior, assault, or child abuse, and as such, they would violate other district policies. When bullying behavior does escalate to the level of violating other district policies, district personnel are obligated to adhere to appropriate district reporting guidelines and protocols and may be required to report to one or more offices or outside agencies, as appropriate.

Resolution/Investigation Timeline & Appeal Process

All student reports of bullying and or harassment will be investigated for the purpose of resolution by the school principal or designee. A thorough principal investigation process shall begin swiftly and is not to exceed 10 school days. If an appeal process is initiated after the investigation and resolution of the principal/designee, the entire process is not to exceed 30 school days. The expectation is that all reports of bullying and or harassment will be successfully resolved and addressed by the site-based principal. The following timeline and steps will be initiated in response to school-related reports of bullying and or harassment:

1. All student reports of bullying and or harassment will be investigated for the purpose of resolution by the school principal or designee and the school-administered investigation is not to exceed 10 school days.
2. Student and family reports of bullying or harassment not satisfactorily resolved at the school level may be appealed to the Director of Student Support Services.
3. Student and family reports of bullying or harassment not satisfactorily resolved by the Director of Student Support Services may be appealed to the Superintendent.
4. Student and family reports of bullying or harassment not satisfactorily resolved by the Superintendent will be acted upon by the Governing Board.

**SAN LORENZO UNIFIED SCHOOL DISTRICT
STUDENT BULLYING REPORT FORM**

It is the intent of the SLZUSD Governing Board to provide a process for students, parents, and members of the community to address complaints of bullying to appropriate district personnel and to receive a prompt response to this complaint without fear of retaliation.

It is also the intent of the Governing Board to protect students or personnel from unfair and unfounded accusations, to conduct a prompt and reasonable investigation, and to resolve any complaints in accordance with school and district policies and procedures. Complaints shall be investigated in a manner that protects the confidentiality of the parties.

Submission of this report form is encouraged; however oral reports shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. Any student who feels she/he is a victim of bullying should immediately contact a teacher, counselor, principal, or staff person. Staff shall assist students and/or parents in completing the bullying complaint form, as requested.

Name of Student _____ Date of Report _____

Parent/Guardian/Community member _____

(Filing this complaint on behalf of a student) _____

Person(s) your complaint involves _____

Date(s) of Incident _____

Where did the incident take place? _____

Did you report this incident to bullying? ___ Yes ___ No

If yes, to whom? _____

When? _____

Please describe your complaint in as much detail as possible. (Use extra sheets of paper if necessary.)

Attach any documents related to this complaint.

Signature _____

Date _____

Please submit this form to the school principal. If you need assistance completing this form, please contact the school principal.



San Lorenzo Unified School District

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SLZUSD Anti-Bullying Statement

The San Lorenzo Unified School District believes that all students have a right to a safe, healthy and nurturing learning environment. The San Lorenzo Unified School District community recognizes that schools must be physically and emotionally safe for all students in order to promote and support academic achievement, citizenship, student attendance and engagement.

The San Lorenzo Unified School District will not tolerate behavior that infringes on the safety and emotional well-being of any student or adult. Our schools and district will not tolerate acts of bullying, intimidation or harassment of any student through words and actions.

“Bullying”, as legally defined by California education code 48900(r), is any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. These acts can be reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical or sensory disability or impairment; or by any other distinguishing characteristic. An "electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager. A "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

There is an expectation that all students, staff, parents, and volunteers demonstrate behavior that is respectful and civil and not tolerate bullying. It is essential that San Lorenzo Unified School District adults model behaviors as positive examples for student behavior.

The San Lorenzo Unified School District expects students, staff and parents to immediately report any incident of bullying to the principal or designee. Students, parents and staff members, who observe or experience any incident of bullying are also encouraged to complete and submit the “Student Bullying Report Form” available on the school’s and Student Support Services Webpage. Staff members are expected to immediately intervene when they observe bullying. Each complaint of bullying will be promptly investigated and logged. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

The San Lorenzo Unified School District expects all students to conduct themselves in a manner that demonstrates the proper regard for the rights and welfare of other students, staff, parents, and community members. All teachers will discuss this policy with their students in an age-appropriate manner and should assure students that they need not endure any form of bullying.

Students who bully are in violation of these guidelines and are subject to disciplinary action up to and including expulsion (Education Code 48900(r)).

District procedures for preventing and intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and parents will receive a copy of these guidelines prohibiting bullying at the beginning of the school year
- The school's principal or designee will keep a report of bullying and the results of investigation confidential
- All staff will immediately intervene to an appropriate degree whenever they observe or become aware of a bullying
- Non-staff members who observe or become aware of bullying are strongly encouraged to report the incident in order to support the school's efforts to promote a safe learning environment

This statement applies to every form of bullying, harassment, and/or cyber-bullying/harassment, whether in the classroom, on school premises, when a student is traveling to or from school, or at a school-sponsored event. Bullying or harassment, including cyber-bullying/harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of any school or school program.