

Bullying: Solutions for Schools Workbook

**Sponsored by the
School/Law Enforcement Partnership
through the
California Department of Education and the
Office of the Attorney General**

August 2006

A very special thanks and acknowledgement to the following individuals who made this project possible and whom developed these training materials:

Wayne Sakamoto, San Diego County Office of Education
Linda Sargent, Retired, Kern County Superintendent of Schools Office
Tom Byars, Tulare County Office of Education
Linda Zall, Sacramento County Office of Education
Kathy Estes, San Bernardino County Superintendent of Schools Office

Bully Prevention Strategies Check List

Strategy	Yes	No	Comments/Action
Do you have a task force established?			
Does your existing School Safety Committee or School-site council meet regularly to address bullying?			
Have you conducted a full assessment of bullying on your campus?			
Have you identified locations where bullying is more prevalent?			
Have you identified potential bullies?			
Have you identified potential victims?			
Have you analyzed your data for trends or underlying causes?			
Do you have a board adopted policy that directly addresses bullying?			
Have students and parents been notified of policy?			
Have staff been instructed on policy and site protocol?			
Does your school safety plan currently address bullying (EC 32280)?			
Have you trained staff in recognition and strategies?			
Have you implemented a school-wide bully prevention program?			
Do you have programs in place that build the social climate of the school?			
Do you have programs in place that provide support and skill development to victims?			
Do you have programs in place that provide support and skill development for perpetrators?			
Does your library have books that deal with bullying?			
Do your classrooms have bully prevention resources (Books, lessons, videos, bulletin boards, etc.)?			

Step I. Establish a School Safety Team/Bully Prevention Task Force

[illegible]

Step II. Assessment

Data Source	Analysis	Comments
School Crime Reports		
Suspensions		
Expulsions		
Referrals		
Surveys		
Focus Groups		
Teacher Observations		
Other		

How will you assess the prevalence of bullying on your campus?

What does your Youth Risk Behavioral Surveillance and Healthy Start Survey report tell you about bullying and harassment?

Name	Date Conducted	Analysis/Trends
Youth Risk Behavioral Surveillance		
California Healthy Kids Survey		

Have you conducted other surveys (Staff and parents)? If yes, what does the data indicate?

Name	Date Conducted	Analysis/Trend
Name of staff survey:		
Name of parent survey:		
Other survey:		

Have you conducted focus groups? If yes, what does the data indicate?

Have you conducted observations? If yes, what issues and behaviors have you seen that may contribute to bullying and harassment?

- Clicking or grouping
- Racial name calling
- Stare-downs
- Taunting
- Overcrowding
- Other (Describe):

- Name calling
- Intimidation
- Bad language
- Physical contact
- Unsupervised areas

Summarize your observations:

Number of school incidences by month												2005-06			
	J	F	M	A	M	J	J	A	S	O	N	D			
Referrals															
Other Reports															
Suspensions															
Expulsions															

Fill in the number of bullying incidences you have documented over the past five years.

Number of school incidences by year

	2001-02	2002-03	2003-04	2004-05	2005-06
Referrals					
Other Reports					
Suspensions					
Expulsions					

Determine if your rates are increasing or if you are seeing an increase due to the growth of the student population using the following formula. Incidences/Student Population X 1000 = Rate

Rate of bullying by year

	2001-02	2002-03	2003-04	2004-05	2005-06
Referrals					
Other Reports					
Suspensions					
Expulsions					

Do you collect data on victimization?

How many victims of bullying have you had each of the past five years?

2001-2002 _____

2002-2003 _____

2003-2004 _____

2004-2005 _____

2005-2006 _____

Are your victims increasing or decreasing?

List students that may be bullies:

List students that may be victims:

Identify students that have been victimized more than once:

Victim Name	Grade Level	Teacher/ Home room	Location of Incident	Perpetrator

What percentage of your total population has been identified as victims (Use the following formula to calculate)?

What is your ratio of victims to bullies?

Locations Where Bullying Occurs:

To and From School _____

At the Bus Stop

Bus Stop Locations Where More Prevalent

On the Bus

Bus Number Where More Prevalent

In the Classroom

List the Classroom Where More Prevalent

[illegible][illegible]

Step IV. Set Priorities Based on Data Analysis

Priority Area	Data Source	Justification
Priority One		
Priority Two		
Priority Three		
Priority Four		
Priority Five		

Step V. Develop Policies and Procedures

Policy/Procedure	Compliance	Comments	Next Steps
Child Abuse			
Disaster/Crisis			
Suspensions and Expulsions			
Notification of Dangerous Pupils			
Discrimination and Harassment			
Dress Code			
Safe Ingress and Egress			
Safe and Orderly Environment			
Rules and Procedures on Discipline			
Hate Crimes Reporting			
Bullying Policy			

Sample Policy for Bullying Prevention

The _____ School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The _____ School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The _____ School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, the _____ School District will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

Students are expected to immediately report incidents of bullying to the principal or designee.

Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Office of Student Services. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

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

All staff, students and their parents will receive a summary of this policy prohibiting bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.

The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.

Staff are expected to immediately intervene when they see a bullying incident occur.

People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.

Step VI. Develop Action Plan

The plan may have more than one objective for each goal. Keep goals, objectives and activities realistic. Hint: Start small before tackling major efforts.

School Climate

Goal One:

-

Objective One:

-

Activities:

-
-
-
-
-
-

Goal Two:

-

Objective Two:

-

Activities:

-
-
-
-
-
-

Action Plan

Physical Environment

Goal One:

-

Objective One:

-

Activities:

-

-

-

-

-

-

Goal Two:

-

Objective Two:

-

Activities:

-

-

-

-

-

-

Step VII. Evaluate Your Efforts

Effort and Process:

- Number of staff, students, families and others involved
- Number of hours
- Number of meetings
- Number of Staff trained
- Number of parents trained

Impact:

Reductions in:

- School Crime
- Suspensions
- Expulsions
- Referrals
- Truancy
- Negative perceptions

Increase in:

- Academics
- Attendance
- Positive climate
- Positive outcomes

Baseline Evaluation
Effort/Process

Measure	Baseline	Year-One	Year-Two	Year-Three	Year-Four
Number of Staff Trained					
Number of Parents Trained					
Number of Meetings					
Number of Staff Hours					

Impact

Measure	Baseline	Year-One	Year-Two	Year-Three	Year-Four
Office Referrals					
Suspensions					
Expulsions					
School Crime					
Truancy					
Self-Reports (Survey)					
Attendance Rates					
Academic Scores					

Percentage of Change

Activity	Baseline	Year-One	Percentage of Change (Year One/Baseline X 100 = Percent of Change)	Comments/Discussion
Number of Staff Trained				
Number of Parents Trained				
Number of Meetings				
Number of Staff Hours				
Office Referrals				
Suspensions				
Expulsions				
School Crime				
Truancy				
Self-reports (Surveys, etc.)				
Attendance Rates				
Academic Scores				