

BHS Harassment / Bullying Reporting and Follow-Up Guide

This form provides simple instructions and information about what to expect for any student who has experienced in person or through the internet or their phone any of the following from fellow students or BUSD staff:

- *Sexual harassment - unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature that includes cat calls, unwanted touching, unwelcome comment or online harassment.*
- *Bullying - repeated unwanted aggressive behavior from school-aged peers with a real or perceived power imbalance that makes you feel helpless or hopeless.*
- *Any discrimination based race, gender, gender orientation, gender identity, sex, sexual orientation, religion, national origin, ancestry, or disability.*

We care about you. If you are reporting sexual harassment, assault, bullying, or discrimination, it is not your fault and we are here to take care of you.

STEP ONE: Tell Someone

- The first step if you experience any of the above is to REPORT the incident to a trusted adult in writing or verbally. This person may be a safety officer, a teacher, an administrator, academic counselor or any OCI staff. If you speak to a teacher or a safety officer, they will walk you down to an administrator OR someone in the health center.
- You have the right to file a formal complaint. This may be filed with a BHS administrator or BUSD's Title IX coordinator.
- Conversations with safety officers, teachers, administrators, or any OCI staff are **not confidential** and if they learn of an incident that violates BUSD policies they are mandated reporters and they are required to refer it for further action.
- You can report in writing by filling out an "incident report" OR you can verbally report an incident to a trusted adult.
- For **confidential** advice, without reporting an incident, speak with a counselor at the Health Center. Make sure you let them know if you want to have a confidential conversation.

STEP TWO: Safety

- **Your safety is the most important thing!** Within one day of your report an administrator or the Title IX Coordinator will talk to you to make sure you feel safe at school.
- The administrator or Title IX Coordinator will connect you to resources, including access to mental health counseling, and give you options to make sure you feel safe at school.
- Be sure to report any retaliatory behavior you experience following the report and incident.

STEP THREE: Investigation

- When necessary, you will be notified that the administrator and/or Title IX Coordinator will conduct an investigation.
- In some cases, the administrator or Title IX Coordinator may offer optional mediation or a restorative process. You have a right to refuse or stop this process at any time.

STEP FOUR: Follow Up

- A plan to ensure your privacy and safety will be developed.
- A school administrator and/or Title IX Coordinator will also follow up with you to make sure that you feel safe in school.

SPEAK UP!

Resources

Mr. Rok, Dean of Students	510.644.6675	
Ms. Malhi, Ms. Emam, Ms. Levin, Intervention Counselors	510.644.8985	OCI
Ms. Quist, Mr. Luu, Student Welfare & Attendance Specialists	510.644.8985	OCI
James Wogan, Manager of Student Services	510.644.6316	
Chelsea Yogerst, Compliance Officer & Title IX Coordinator	510.486.9338	
Berkeley Police Department Special Victims Unit (2100 MLK Way @ Center)	510.981.5900	

For Confidential Reporting:

The BHS Health Center 510.644.6965

National Sexual Assault Hotline 1-800-656-4673 www.rainn.org
National Planned Parenthood 1-800-230-7526
Bay Area Women Against Rape (BAWAR) 510-845-7273