



**TOMAS SANCHEZ/
HERMELINDA OCHOA**
Elementary School

Sanchez Ochoa Elementary Counseling Department encourages our students to come share any good news or concerns they may have. They are aware that we encourage a positive school climate and that our school is a Bully-Free One and are aware of our bullying procedures.

In order to ensure that our students are safe and part of a positive school climate, our campus follows these steps to ensure that students are in a Bully-Free environment at all times. If a possible bullying case is reported, our school follows the following steps:

1. Listen to the student or parent making the report and document their concerns.
2. Refer the student to the counselor and/or administrator so that an investigation can be made.
3. If it is determined that the situation was not actual bullying, then a conflict resolution session with the counselor will be made. Counselor will also have the students involved complete a contract where the incident can be tracked.
4. Classroom teacher and special area teachers and administration staff will be made aware to prevent any other issues to arise.
5. If the situation is deemed as bullying, parents of the perpetrator will be called and made aware of the situation. Proper disciplinary measures will be put into place and bullying contract will be given to the child.
6. Classroom teacher and special area teachers and staff will be made aware to prevent any other issues to arise. Changes to seating arrangements or classroom setting can also be made as seen fit.
7. Our goal is to make each and every child at Sanchez Ochoa Elementary feel safe and comfortable in order for them to be successful students.