

Protocol for Bullying Reporting

Bullying incident is reported to Principal within 1 day of staff member knowing of alleged incident. Principal then reports allegation to the Superintendent within 2 days of receiving the report. Principal contacts parents. Reporting staff member must provide statement in writing within 3 days of incident.

Principal transfers case to Anti-Bullying Specialist (ABS) to investigate and determine if the situation is considered bullying. ABS then meets with the victim to take his/her statement and fills out the Bullying Incident Report. ABS will then meet with the aggressor to take his/her statement. After meeting with all parties involved, the ABS fills out the Bullying Investigation Report.

If the case **IS** considered Bullying

1. ABS reports the findings of the investigation
2. Documentation is given to Principal
3. ABS contacts counselor to meet with victim for services necessary
4. Consequences are given to aggressor

If the case **IS NOT** considered Bullying

1. Principal will be informed, and
2. Consequences will be given if necessary
3. Students will meet with counselors to do a conflict resolution
4. Incident will be documented by ABS

After investigation is complete, ABS reports all results to Principal, who then shares results with the Superintendent. Superintendent then reports to the Board of Education.

If incident occurs with the same students a second time, Principal meets with students and parents.

If the incident occurs a third time, Principal contacts the Superintendent for a meeting with all involved parties.