General Procedure for Addressing Harassment/Bullying Behavior

Report: Reports on bullying shall be accepted orally, in writing, or electronically by any person including a parent/guardian who believes that any student has been the victim of bullying.

Was it Observed?

Report: All teachers and staff shall report any acts of suspected bullying to administrators no later than 24 hours after they witnessed any suspected act of bullying. Parents should be notified no later than 24 hours after receiving reports of bullying.

Investigate: The building principal or other appropriate administrator will promptly investigate the report including but not limited to interviews with the reporter, the alleged victim, the alleged perpetrator(s), and witnesses.

Record: Record statements of the person(s) interviewed and ask them to read and sign the statement unless the person's age makes such a request developmentally inappropriate.

Was Anonymity Request?

Notify: Notify the parents/guardians of students who have engaged in acts of bullying and the parents/guardians of students against whom such acts have been directed that the investigation is complete. This notification should include a description of the response of school staff and if consequences were given. This will not include any disclosure that would impede student rights.

Consequence: Consequences will vary in method and severity according to: (1) the nature of the behavior, (2) the developmental age of the student, and (3) the student's history of problem behaviors. All consequences must be consistent with the Board of Education's approved code of conduct.

Prevent: Administration will take reasonable measures to prevent further acts of bullying by the student(s) involved. These may include counseling or restorative practices (not including mediation) and are afforded to both the target(s) and perpetrator(s) of bullying. Other preventative measures may be employed on a school-wide basis to provide training and education that fosters respect for the personal integrity of others.

Report: All teachers and staff shall report any acts of suspected bullying to administrators no later than 24 hours after they witnessed any suspected act of bullying. Parents should be notified no later than 24 hours after receiving reports of bullying.

Record: Record statements of the person(s) interviewed and ask them to read and sign the statement unless the person's age makes such a request developmentally inappropriate.

Was Anonymity Request?

Notify: Notify the parents/guardians of students who have engaged in acts of bullying and the parents/guardians of students against whom such acts have been directed that the investigation is complete. This notification should include a description of the response of school staff and if consequences were given. This will not include any disclosure that would impede student rights.

Consequence: Consequences will vary in method and severity according to: (1) the nature of the behavior, (2) the developmental age of the student, and (3) the student's history of problem behaviors. All consequences must be consistent with the Board of Education's approved code of conduct.

Prevent: Administration will take reasonable measures to prevent further acts of bullying by the student(s) involved. These may include counseling or restorative practices (not including mediation) and are afforded to both the target(s) and perpetrator(s) of bullying. Other preventative measures may be employed on a school-wide basis to provide training and education that fosters respect for the personal integrity of others.

Was the Report Made to the Building Administrator?

Report: All teachers and staff shall report any acts of suspected bullying to administrators no later than 24 hours after they receive a report of bullying. Parents should be notified no later than 24 hours after receiving reports of bullying.

Record: The statement of person(s) interviewed will be recorded without reference to the person's name.

Advise: Advise the alleged victim and his or her parent/guardian that such requests may hinder the ability of administration to take appropriate disciplinary action if bullying is substantiated.