

Bullying/Harassment Incident Reporting Protocol

IF SEEN, INTERVENE → REPORT → INVESTIGATE → DOCUMENT → SAFETY PLAN → REMEDIATION AND/OR CONSEQUENCES → FOLLOW-UP

The incident* is **observed** and then **reported** by an **adult** in the district.

When incident is observed, stop the Incident. Comfort the student being bullied. Remind the person doing the bullying that the behavior is not ok and will be **reported**.

District adult completes **reporting** form and submits it to the building **investigation** point of contact.***

The incident* is **observed** and then **reported** by a **student** in the district.

When incident is observed and it is safe to do so, stop the incident.** Comfort the student being bullied. Remind the person doing the bullying that the behavior is not ok. **Report** the incident to an adult at home and at school.

***Students should only intervene if it is safe to do so using the procedure that the school has taught them.*

The incident* has been **reported** by a **student** or **parent/guardian** or **trusted adult** to an adult in the district.

District adult completes **reporting** form and submits it to the building **investigation** point of contact.***

Investigation is initiated by designated building staff using district **investigation** form.

Choose one path

The incident is NOT FOUNDED bullying.

Administration determines appropriate discipline or remediation procedures**** & clarification of incident is related to students & parent or guardian, if appropriate.

The incident is FOUNDED bullying.

Counselor assists bullied student to develop a safety plan & notifies parent or guardian of plan. The student who was bullied & student who did the bullying are monitored until the bullying stops.

The conduct toward the bullied student was based on a protected class. Notify Equity coordinator to complete investigation.

A protected class is not involved. Building staff complete investigation.

NO

YES

The incident created reasonable fear of harm (objectively hostile school environment) for the student who was bullied.

The incident is FOUNDED bullying.

Administrator/Principal or Designee responsibilities:

- 1) Notifies the parent/guardian and applies appropriate interventions and consequences for the student who engaged in the bullying behavior
- 2) Monitors the situation until it is determined that the student is no longer engaging in bullying behavior
- 3) Documents according to district and state policy (If incident meets both protected class and reasonable harm, it must be reported in the state system)
- 4) Follows-up with student who was bullied and parent (generally by phone) within 2 days after the incident to offer support. This is a critical action when the incident was serious or severe.

**The incident may not be something that is directly observed but rather is a suspicion or "gut feel" e.g. a student's behavior has changed (attendance, grades, appearance). In this case, report the concern to the counselor.*

****It is important to have a building investigation team that meets on a regular basis to review incidents.*

*****Peer mediation & conflict resolution work best when both parties involved want to resolve a problem. They are NOT recommended as bullying intervention strategies because bullying involves abuse and these techniques may re-victimize the bullied student.*