

Employee Procedural Guidelines

Procedures / Bully Policy

(1/16/12)

8260-R

Notification Procedure

Incidents of bullying can occur in a variety of places and settings be reported to any school employee. It is expected that upon a report of bullying is made, the person being reported to will conduct a preliminary investigation to ascertain the details of the report. It should be noted that bully-type behavior may be discovered and remediate with a reprimand. It should be further noted that not every report of bullying will merit remediation when it is investigated. Nevertheless, unless documentation is made, a pattern can not be established for progressive discipline. If, in the judgment of the person conducting the initial investigation, the matter is of sufficient weight to merit such documentation, a written report of the incident, actions taken and recommended further action shall be submitted to her/his immediate supervisor and an appropriate note attached to the student's Skyward record. Based upon the judgment of the supervisor, further investigation may be conducted and more significant remedial action taken.

Each administrative office shall maintain a log of incidents investigated and the remediation applied. Such logs shall provide the basis for annual reporting to the School Board and to the State.

Victim/Perpetrator: In cases where documentation following a report and investigation is created, both parties are to be informed of such action. It is not required to inform either party concerning who brought the initial complaint unless the issue of due process comes to apply. The parent(s)/guardian(s) shall also be notified when documentation is created. Recipients of notification shall be permitted, upon their request, the opportunity to submit a brief response of their own; such response shall be in the format outlined by department guidelines and shall not exceed on typed page.

Parent/guardian: When a notation of an investigation is made, the principal or designee shall be responsible for informing parent(s)/guardian(s) of such an event. Such notification is to be documented on the report. Recipients of notification shall be permitted, upon their request, the opportunity to submit a brief response of their own; such response shall be in the format outlined by department guidelines and shall not exceed on typed page.

Examples of Consequences

- Admonishment
- Reparation
- Time out
- Loss of privileges (best if related to the activity at the time i.e. recess, dance, game)
- Detention
- Suspension

Examples of Remedial Measures

- Participation in guided reflections
- Corrective Instruction • Counseling
- Redirection of actions
- Parent/student counseling
- Therapy