

ANTI-BULLYING POLICY

1.0 Preamble

The School Committee is committed to protecting students and employees from bullying, harassment, or discrimination for any reason and of any type. The School Committee believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable state and federal laws and the Committee's collective bargaining agreements to all students, school employees, consultants, contractors, agent, visitors, volunteers and any individual acting on behalf of the school. Conduct that constitutes bullying, harassment, or discrimination, as defined herein, is prohibited. This policy addresses requirements for discrimination against defined federal, state, and local protection categories of persons.

The standards of this policy constitute a specific, focused, coordinated, integrated, culturally sensitive system of supports for all students, staff, families, and community agencies that will improve relations within each school. It is designed to ensure that each school has staff that have been trained and are supported in their school's efforts to provide awareness, intervention training, and instructional strategies on prevention, including violence prevention, to each staff, parent, and student in the School Committee and to direct follow up when incidents are reported and/or occur.

Specifically, the School Committee values student and staff well-being and shall comply with the Massachusetts Act Relative to Bullying in Schools passed on May 3, 2010. The Superintendent shall adopt practices and procedures to ensure timely compliance with the Act and implement this policy.

2.0 Definitions

- 2.1. **Bullying** is defined as the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at the victim that has the effect of:
- causing physical or emotional harm to the victim or damage to the victim's property;
 - placing the victim in reasonable fear of harm to him or herself or of damage to his or her property;
 - creating a hostile environment at school for the victim;
 - infringing on the rights of the victim at school; or
 - materially and substantially disrupting the education process or the orderly operation of a school.

- 2.1.1. **Cyber-bullying**¹ is the bullying through the use of technology or any electronic means, and includes the distribution of electronic communications²

¹ Cyberbullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyberbullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the condition enumerated herein.

or the posting of electronic material that may be accessed by one or more persons.

2.1.2. **Harassment** means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:

- Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
- Has the effect of substantially interfering with a student's educational performance, or employee's work performance, or either's opportunities, or benefits;
- Has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or
- Has the effect of substantially disrupting the orderly operation of a school.

2.1.3. **Sexual harassment** may include, but is not limited to, the following:

- Verbal or written harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person, with sexual or demeaning implications
- Engaging in unwelcome touching and/or inappropriate contact
- Suggesting or demeaning sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc...
- Displaying or distributing of lewd or sexually explicit materials, inappropriate jokes, or language of a sexual nature.

2.1.4. Bullying, cyberbullying, and/or harassment also encompass:

- Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment, or discrimination.
- Retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.
- Perpetuation of conduct listed in the definition of bullying, harassment, and/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - a. Incitement or coercion;
 - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the School Committee system; or
 - c. Acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.

² Any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

- Unwanted harm towards a student or employee in regard to their real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs and therefore prohibits bullying of any student or employee by any employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the School.
- 2.2. **Accused/Perpetrator** is defined an individual who is reported to have committed an act of bullying or retaliation.
 - 2.3. **Victim** is defined as an individual against whom bullying or retaliation has been perpetrated.
 - 2.4. **Complainant** is defined as an individual who formally or informally makes a report of bullying, orally or in writing.
 - 2.5. **Chronic** is defined as of long duration or frequent recurrence, repeatedly.
 - 2.6. **Teacher Detention** will be held after school in the teacher's classroom and is assigned to students prior to being referred to/or disciplined by the Principal. These may run until 3:30 p.m.
 - 2.7. **Office Detention** is assigned to students after a teacher detention has been issued for inappropriate classroom behavior. These are also assigned to students for inappropriate behavior outside the classroom. These may run from 3:00 p.m.- 4:00 p.m.
 - 2.8. **In-School Suspension** is defined as removal from classroom activities and may be used as an alternative to an office detention. Academic work will be given to the student to complete during the in-school suspension.
 - 2.9. **Out-of-School Suspension** is defined as removal from school for a short duration. A re-entry meeting with the student and parent(s) is required on the day that the student is scheduled to return to school.
 - 2.10. **Expulsion** means permanent removal from school.
 - 2.11. **Police Notification** - Because all members of the school community are subject to both the laws of the Commonwealth and town ordinances, the school cooperates with the police in investigation of possible violations of laws and ordinances pertaining to, and including but not limited to, possession and use of controlled substances, illegal use of alcohol, stalking, harassment, sexual harassment, assault, vandalism, theft, possession or use of weapons/firearms/explosives, possession of stolen property, etc.

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3.0 Expectations

The School Committee expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

4.0 Bullying Prevention Program and Intervention Plan

The school district shall develop and update at least every two years a bullying prevention and intervention plan in consultation with school staff, students, parents, and community members. The School Committee will provide an opportunity for public comment prior to approving this plan.

The school district will implement a bullying prevention program as a required part of the curriculum at each grade level. It will be based in age-appropriate instruction on bullying prevention using evidence-based curricula. Furthermore, the district will provide instruction on civil and ethical behavior at each grade level and hold students and adults responsible for behaving with respect toward one another at all times. Instruction will include appreciation of human differences and avoidance of behaviors that discriminate against others based on their gender, sexual orientation, race, national origin, religion or disability.

Provisions for the bullying prevention program and intervention plan are enumerated below:

4.1. Prohibition

4.1.1. The School Committee prohibits the bullying of any student or school employee:

- At school and at all school facilities;
- On all school grounds and property immediately adjacent to school grounds;
- At school-sponsored or school-related activity, program, or function, whether on or off school grounds;
- On school buses or other vehicles owned, leased or used by the
- At school bus stops;
- Through the use of technology or an electronic device owned, leased or used by the school; and
- At a non-school-related activity, program, function, or location or through non-school technology or electronic devices if the bullying creates a hostile environment for the victim at school, infringes on the rights of the victim at school, or materially or substantially disrupts the education process or the orderly operation of a school.

4.1.2. Retaliatory or intimidating conduct against any individual who has made a bullying complaint or any individual who has testified, assisted, or participated, in any manner, in an investigation is specifically prohibited and as detailed in this Policy shall be treated as another incidence of bullying.

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- Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment in connection with filing a complaint or assisting with an investigation under this Policy. Acts of retaliation are subject to disciplinary action up to and including staff termination, student expulsion, and/or criminal prosecution.

4.1.3. All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student and staff recognition through positive reinforcement for good conduct, self discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior (a/k/a Discipline Policy).

4.1.4. Student rights shall be explained as outlined in this policy and in the Student Code of Ethics.

4.1.5. Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in the Student Code of Ethics and this Policy.

4.2. Education and Training

4.2.1. Education on the bullying prevention program and intervention plan and training on identifying, preventing, reporting and responding to bullying will be provided for students, parents, teachers, district staff, school administrators, student support staff, counseling staff, bus drivers, contractors and school volunteers.

4.2.2. The content of professional development for school staff shall include, but not be limited to (1) developmentally appropriate strategies to prevent bully incidents; (2) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (3) information regarding the complex interaction and power differential that can take place between and among the perpetrator, the victim and any witnesses to the bullying; (4) research findings on bullying; (5) information on the incidence and nature of cyber-bullying; (6) internet safety issues as they relate to cyber-bullying; and (7) legal issues and responsibilities related to bullying. The school staff shall receive annual written notice of the bullying prevention and intervention policy.

4.2.3. The education program for parents and guardians will include information on the bullying prevention curriculum at each school, how they can reinforce the curriculum at home, how they can support the district's prevention and intervention plan, the dynamics of bullying and online safety and cyber-bullying. The district shall provide to students and their parents or guardians in age-appropriate terms and in the most prevalent languages of families, annual written notice of relevant sections of the bullying prevention plan in the student handbook.

4.3. Disciplinary Consequences

4.3.1. Consequences are not limited or restricted to any offense level and the administrator reserves the right to raise any offense to a higher-level consequence. Consequences may become more severe regardless of the offense and/or level.

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- 4.3.2. If a student is in violation of our schools anti-bullying rules, the school's principal will fill out a Bullying/Harassment Form (attached). It is mandatory that parents from both parties be notified of the incident. The offender will then receive one or more of the following consequences based on the level and/or frequency of the offenses.
- 4.3.3. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances, followed by the determination of disciplinary sanctions appropriate to the perpetrator's position within the school.
 - Consequences and appropriate interventions for students who commit acts of bullying may range from positive behavioral interventions up to, but not limited to expulsion, as outlined below.
 - Consequences and appropriate interventions for a school employee found to have committed an act of bullying will be instituted in accordance with School Committee policies, procedures, agreements, and state law.
 - Consequences and appropriate intervention for a visitor or volunteer, found to have committed an act of bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.
 - Disciplinary actions will apply to persons, whether students, school employees, or visitors/volunteers/independent contractors, who are found to have made wrongful and intentional accusations of another as a means of bullying.

Consequences

Verbal Warning and Parent Notification (<i>Mandatory for all offenses</i>)	Conference (Parent, Student, Teacher)
Apology: (Written or Verbal)	Peer Meditation/Conflict Resolution
Restricted Lunch/Recess Privileges	Exclusion From School Sponsored Activities, Events or Priviledges
Detention: (Teacher or Office)	In-School Suspension
Out-Of-School Suspension	Police Notification
Filing of 51A or CHINS	Recommendation for Expulsion

- 4.3.4. Level One Infraction
Pushing/shoving/tripping, harmful physical acts, teasing, name-calling, spreading rumors, gossiping, inappropriate/offensive gestures, language or comments, intentional isolation/social exclusion, intimidation, inappropriate contact or action, degrading noises, making fun of someone, put-downs, public humiliation, false accusations of bullying

Mandatory Consequences, but not limited to:

- 1st Offense: Verbal warning and parent notification
- 2nd Offense: Verbal warning and parent notification, conference
- 3rd Offense: Verbal warning and parent notification, restricted lunch/recess

4.3.5. Level Two Infraction

Sexual/religious/racial harassment, gestures or comments; harmful physical acts, inappropriate notes and/or writing in *any* medium, inappropriate contact, cyber-bullying, threats and/or retaliation, theft

Mandatory Consequences, but not limited to:

- 1st Offense: Verbal warning and parent notification
- 2nd Offense: Verbal warning and parent notification, conference
- 3rd Offense: 1st Offense: Verbal warning and parent notification, in-school suspension

4.3.6. Level Three Infraction

Physical/sexual assault or violence, sexual contact, aggressive physical contact, threats and/or retaliation, verbal/physical harm, theft

Mandatory Consequences, but not limited to:

- 1st Offense: Parent notification, in-school suspension
- 2nd Offense: Parent notification, police notification, in-school suspension
- 3rd Offense: Parent notification, police notification, out-of-school suspension

4.3.7. Reporting an Act of Bullying

- 4.3.7.1. At each school, the principal is responsible for receiving oral or written complaints alleging violations of this policy, as with all infractions from the Student Code of Ethics.
- 4.3.7.2. All school faculty and staff are required and must report, in writing, any allegations of bullying or violations of this Policy to the principal or appropriate district administrator/superintendent. Failure to report will result in action(s) or discipline, consistent with the collective bargaining agreement provisions.
- 4.3.7.3. Any other members of the school community who have credible information that an act of bullying has taken place may file a report of bullying, whether a victim or witness.
- 4.3.7.4. Any student (and/or the parent on that complainant's behalf if the complainant is a minor) who believes he/she is a victim of bullying (or any individual, including any student who has knowledge of any incident(s) involving bullying of students) is strongly encouraged to report the incident(s) in writing to a school official as soon as possible.
- 4.3.7.5. The principal shall establish, and prominently publicize to students, staff, volunteers, and parents, how a report of bullying may be filed and how this report will be acted upon.
- 4.3.7.6. A school district employee, school volunteer, contractor, student, parent, or other person who promptly reports in good faith an act of bullying to the appropriate school official, and who makes this report in compliance with the procedures set forth in this School

Committee Policy, is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments within the school.

- 4.3.7.7. The principal shall document in writing all complaints regarding bullying, as with all infractions of the Student Code of Ethics, to ensure that problems are appropriately addressed in a timely manner, whether the report is made verbally or in writing.
- 4.3.7.8. Anonymous reports may be made utilizing the Bully Boxes located at designated areas throughout the schools. The Bullying/Harassment Report Form can be found at school administration offices, on the school's website (www.middletonps.org), or at the TriTown School Union website (www.tritownschoolunion.com). Additionally, schools may choose to make this form available to parents/staff/students in other means as appropriate. Anonymous reports may be delivered to the school principal's front office, put in the school's bully box, or to the Superintendent. Formal disciplinary action may not be based solely on the basis of an anonymous report.

4.3.8. Investigation and Determination of Acts of Bullying

- 4.3.8.1. The investigation of a reported act of bullying of a student, school employee, or other person providing service to the school is deemed to be a school-related activity and begins with a report of such an act.
- 4.3.8.2. The principal shall document all complaints in writing to ensure that problems are addressed in a timely manner. Reports made orally by students (i.e. lower grade levels) shall be dictated by the principal onto the appropriate form.
- 4.3.8.3. If the complaint is about the principal or a district's staff member's direct supervisor, then the appropriate district administrator shall be asked to address the complaint.
- 4.3.8.4. The principal shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of **all** students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
- 4.3.8.5. If an investigation determines that criminal charges may be pursued against the perpetrator, all appropriate law enforcement agencies will be notified by telephone and/or in writing.
- 4.3.8.6. All interviews and interventions that take place and the corresponding dates shall be documented in writing.

4.3.9. Investigation Requirements

- 4.3.9.1. The procedures for investigating school-based bullying must include the principal in the case of student-to-student bullying. The principal shall be trained in investigative procedures and interventions as outlined in this Policy.
- 4.3.9.2. The investigator may not be the accused or the alleged victim or any individual with a conflict of interest (e.g. related to the accused).
- 4.3.9.3. The principal or appropriate district administrator shall begin a thorough investigation and interviews with the complainant(s), accused, and witnesses within two (2) school days of receiving a notification of complaint.
- 4.3.9.4. During the investigation, the principal or appropriate district administrator may take any action necessary to protect and ensure the safety of the complainant, witnesses and/or other students or employees involved consistent with the requirements of applicable regulations and statutes.
 - In general, student complainants will continue attendance at the same school and pursue their studies as directed while the investigation is conducted and the complaint is pending resolution. Any legal order of a court will prevail.
 - When necessary to carry out the investigation or for other good reasons, and consistent with federal and state privacy laws, the principal or appropriate district administrator also may discuss the complaint with any school district employee, the parent of the complainant or accused, if one or both is a minor (or has given consent or is an adult who has been determined to be incompetent or unable to give informed consent due to disability), and/or child protective agencies responsible for investigating child abuse.
 - During the investigation where an employee is the accused, the principal or the appropriate district administrator may recommend to the Superintendent, any action necessary to protect the complainant, or other students or employees, consistent with the requirements of applicable statutes, School Committee Policies, and collective bargaining agreements.
- 4.3.9.5. Within ten (10) school days of the filing of the complaint, there shall be a written decision by the principal or appropriate district administrator regarding the completion of the investigation. The principal shall make a decision about the validity of the allegations in the complaint and about any corrective action, if applicable, consistent with the Student Code of Ethics.
- 4.3.9.6. The principal or appropriate district administrator will inform all relevant parties in writing of the decision and the right to appeal.

4.3.9.7. If the accused is an employee, discipline may be taken, consistent with any applicable collective bargaining agreement provisions, to resolve a complaint of bullying. The supervisor (e.g., principal for school-based employees) of the employee shall discuss the determination and any recommended corrective action with the Superintendent.

4.3.9.8. No retaliation of any kind is permitted in connection with an individual's having made a bullying complaint and if it occurs, it shall be deemed an additional act of bullying as stated herein this Policy, and subject to disciplinary action up to and including staff termination, student expulsion, and/or criminal prosecution.

4.3.10. Referral for Intervention/Counseling

4.3.10.1. Referral of a student for consideration of appropriate counseling and intervention services is made through the school problem-solving process by school personnel or parent to the principal. Parent notification is required.

4.3.10.2. Referral of school or area/district personnel to the Employee Assistance Program (EAP) for consideration of appropriate services will be made by the administrator.

4.3.10.3. When determined appropriate, school-based intervention and assistance will be provided, but is not limited to:

- Counseling and support to address the needs of the victims of bullying.
- Counseling interventions to address the behavior of the students who bully (e.g., empathy training, anger management).
- Intervention which includes assistance and support provided to parents.
- Analysis and evaluation of school culture with resulting recommendations for interventions aimed at increasing peer ownership and support.

4.3.10.4. District staff, students or parents may request informal consultation with school staff (e.g., school social worker, school counselor, school psychologist, EAP, etc.) in assistance to determine the severity of concern and appropriate steps to address the concern of bullying (the involved students' parents may be included).

4.3.10.5. The above steps will be implemented as appropriate to ensure that the victim feels a sense of safety and protection in the school setting.

4.3.11. Process for Referral for External Investigation

4.3.11.1. If the act is outside the scope of the school, and determined a criminal act, referral to appropriate law enforcement shall be

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made immediately, the parent will be notified, and the referral documented by the principal/designee in the specified data system.

4.3.11.2. While the school does not assume any liability for incidences that must be referred for external investigation, it encourages the provision of assistance and intervention as the principal deems appropriate.

4.3.12. Appeals Process

- a. Appeal procedure for bullying by a student will follow the steps outlined in the Student Code of Ethics.
- b. Appeal procedure for an accused/employee:
 - If the accused/employee wishes to appeal the action taken in resolution of the complaint, such appeal shall be filed either in accordance with School Committee Policy or pursuant to the relevant collective bargaining agreement.
 - For those employees not in a bargaining unit, the appeal shall be filed in accordance with School Committee Policy. In reaching a decision about the complaint, the following should be taken into account:
 - Employee Disciplinary Guidelines; and
 - Case law, state and federal laws and regulations, and the Committee's Policies prohibiting bullying and discrimination,

Comment [PC1]: We don't have this in our current Code of Ethics. We may want to establish it either there or in this policy.

4.3.13. Program Review

- 4.3.13.1. The Anti-Bullying Committee will meet on a trimester basis for ongoing review of the effectiveness of the bullying prevention program and intervention plan.
- 4.3.13.2. A summary data sheet of bullying incidents for the previous trimester will be provided to the Committee. The summary sheet will include a brief descriptor of each incident of bullying and the resulting consequences, including discipline, interventions and referrals. Only the incident will be described. Identifying names will not be included in the report.
- 4.3.13.3. At the discretion of the Committee, surveys may also be conducted to assess the effectiveness of the bullying prevention program and intervention plan

4.4. Confidentiality

- 4.4.1. To the greatest extent possible, all complaints will be treated as confidential and in accordance with the Family Educational Rights and

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Privacy Act ("FERPA"); the Health Insurance Portability and Accountability Act ("HIPAA") and any other applicable law.

4.4.2. Limited disclosure may be necessary to complete a thorough investigation as described above. The school's obligation to investigate and take corrective action may supersede an individual's right to privacy.

4.4.3. The complainant's identity shall be protected, but absolute confidentiality cannot be guaranteed. The identity of the victim of the reported act shall be protected to the greatest extent possible.

4.5. Additional Referral

In all cases, the school reserves the right to refer the results of its own investigation to the State Attorney for possible criminal charges, whether or not the School takes any other action.

4.6. Constitutional Safeguard:

This policy does not imply to prohibit expressive activity protected by the First Amendment of the United States Constitution or by Article XXI of the Massachusetts Constitution.

4.7. Preclusion

This policy should not be interpreted as to prevent a victim or accused from seeking redress under any other available law either civil or criminal.

4.8. Severability

If a provision of this policy is or becomes illegal, invalid or unenforceable in any jurisdiction, that shall not affect the validity or enforceability in that jurisdiction of any other provision of this policy.

4.9. Laws Implemented: An Act Relative to Bullying in Schools, MGL Chp. 6, Section 15NNNNN.

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BULLYING/HARASSMENT REPORTING FORM

PERSON REPORTING INCIDENT

Name: _____	<input type="checkbox"/> Staff	<input type="checkbox"/> Student
Today's Date: _____	<input type="checkbox"/> Bus Driver	<input type="checkbox"/> Witness/Bystander
Date of Incident: _____	<input type="checkbox"/> Parent/Guardian	<input type="checkbox"/> Other _____
Phone # (Non-Staff): _____		

Name of Offender(s): _____	Grade: _____
Name of Offender(s): _____	Grade: _____

Name of Victim(s): _____	Grade: _____
Name of Victim(s): _____	Grade: _____

LOCATION OF INCIDENT

<input type="checkbox"/> Classroom	<input type="checkbox"/> Hallway	<input type="checkbox"/> Playground	<input type="checkbox"/> School Sponsored Event/Location
<input type="checkbox"/> Bathroom	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> School Bus/Stop	<input type="checkbox"/> Other _____

WHAT HAPPENED? CHOOSE ALL THAT APPLY

<input type="checkbox"/> Teasing	<input type="checkbox"/> Threats	<input type="checkbox"/> Intimidation	<input type="checkbox"/> Sexual/Religious or Racial Harassment
<input type="checkbox"/> Theft	<input type="checkbox"/> Physical Violence	<input type="checkbox"/> Name Calling	<input type="checkbox"/> Public Humiliation
<input type="checkbox"/> Social Exclusion	<input type="checkbox"/> Rumor Spreading	<input type="checkbox"/> Stalking	<input type="checkbox"/> Inappropriate Contact or Action
<input type="checkbox"/> Retaliation	<input type="checkbox"/> Cyber/Electronic Bullying	<input type="checkbox"/> Other _____	

PLEASE DESCRIBE WHAT HAPPENED:

SIGNATURES (Required)

Teacher/Staff: _____	Date _____
Principal: _____	Date _____
Parent: _____	Date _____

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ADMINISTRATIVE USE ONLY

Offense Level

1 2 3

1st Offense 2nd Offense 3rd Offense

Administrative Actions

- | | |
|--|---|
| <input type="checkbox"/> Verbal Warning and Parent Notification (<i>Mandatory</i>) | <input type="checkbox"/> Conference (Circle all that apply: Parent, Student, Teacher) |
| <input type="checkbox"/> Apology: (Written or Verbal) | <input type="checkbox"/> Peer Meditation/Conflict Resolution |
| <input type="checkbox"/> Restricted Lunch/Recess Privileges | <input type="checkbox"/> Exclusion From School Sponsored Activities |
| <input type="checkbox"/> Detention: (Circle all that apply: Teacher or Office) | <input type="checkbox"/> In-School Suspension (Length _____) |
| <input type="checkbox"/> Out-Of-School Suspension (Length _____) | <input type="checkbox"/> Police Notification |
| <input type="checkbox"/> Filing of 51A or CHINS (Circle all that apply) | <input type="checkbox"/> Recommendation for Expulsion |
| <input type="checkbox"/> Other _____ | |

Did a physical injury result from this incident? No Yes, but it did not require medical attention. Yes and it did require medical attention.

Did emotional harm result from this incident? No Yes, but counseling services have not been sought. Yes and counseling services have been sought.

Was the victim absent from school as a result of the incident? No Yes If yes, how many days was the student absent from school? _____

Has anyone else been notified about his incident? If yes, who? No Yes. If yes, who? _____

Is there any written documentation, examples or evidence of the incident? No Yes. If yes, please attach _____

Are there any witnesses of the incident? No Yes If yes, who? _____

ADDITIONAL NOTES AND ACTIONS TAKEN
