[SCHOOL UNIT NAME]
Bullying and Cyberbullying Reporting, Responding, and Remediation Procedure

REPORT of bullying incident (in writing or verbally) from
Student, School Staff, Parent, Coach, Advisor, Volunteer, Grandparent, Community Member
(complete Reporting Form)

Measures are taken to ensure safety of the student who has reportedly been bullied and to prevent further bullying; parents of students are contacted

Submit to School Principal; Copy to superintendent

Allegation of discrimination/violation of civil rights law?

RESPOND TO REPORT OF INCIDENT OF BULLYING (complete Responding Form)
Interview the victim
Interview the people who allegedly bullied
Identify witnesses
Review evidence

YES

Refer to Board policy ACAA

IS IT BULLYING?
Is it behavior that had the effect of:
- Physically harming a student or damaging a student's property?
- Placing a student in reasonable fear of physical harm or damage to the student's property?

OR
Is it behavior that interfered with the rights of the student by:
- Creating an intimidating or hostile educational environment for the student?
- Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school?

YES Is behavior criminal?

YES

Contact local or state law enforcement

NO

The behavior is determined to be other than bullying

Refer to: Board policy, Student Handbook, Code of Conduct

YES

BEGIN REMEDIATION PROCEDURE (complete Remediation Form)
Determine discipline actions, alternative discipline remediation, supports needed for the bullied and/or other interventions

If not bullying, has there been substantial disruption of the instructional program or operations at the school?

YES

IF APPEALED

Refer to: Board policy, Student Handbook, Code of Conduct

Respond to Appeal