

# BULLYING INCIDENT REPORTING PROCESS



**REPORT** Parent/Student reports incident immediately to one of the following:

- Principal
- Assistant Principal
- Teacher/Counselor (Reports to administrator)
- Bully Box (Elementary)
- Say Something Anonymous Reporting System (Secondary)

**DOCUMENT** Administration opens a Bullying Log

**INVESTIGATE** Administration opens the investigation which may include:

- Interviews
- Reviewing surveillance videos
- Taking student statements
- Interim safety measures

**DETERMINATION** Within 10 school days the administration will determine if the incident reported is bullying or is considered another form of behavior

**NOTIFICATION**  
Parent/Student are informed of the determination

**BULLYING**  
If bullying is confirmed, interventions will be applied

**BULLYING NOT CONFIRMED**  
If bullying is not confirmed, it may be considered one of the following:

- Harassment
- Intimidation
- Teasing
- No evidence

Interventions may apply

**POSSIBLE INTERVENTIONS**

- Counseling
- Training
- Educate on consequences
- Outside resources
- Discipline
- Conflict Resolution
- Restorative Practice

**DOCUMENT**  
The Bullying Log is closed with the findings of the investigation