

Weymouth Public Schools



Bullying Response Procedures

May 2010

These procedures apply only to situations where bullying is alleged. Other disciplinary incidents will be reported using the school disciplinary action process.

Step One: Complete Incident Report Form

If an incident is witnessed by, or reported to, a staff member:

- Acknowledge student's feelings
- Determine if there are safety issues that must be addressed immediately
- Staff member completes incident report and gives to principal immediately

Step Two: Administrative Investigation
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Process:

- If serious or criminal activity is alleged, communicate with the School Resource Officer (or WPD) and the Superintendent's office
- Interview the target first, then the alleged aggressor
- Target and alleged aggressor should be separated
- Do not ask to see target in the alleged aggressor's presence

Interview Target:

- Ask target to complete a narrative of the event
- Encourage target to report any additional incidents with the alleged aggressor

Interview Alleged Aggressor(s):

- Focus more on the alleged aggressor's behavior, protecting the target's confidentiality
- In case of denial or if further information is needed, interview witnesses
- Document the witness account
- Make the alleged aggressor aware of consequences of retaliation against target and reporter

Contact parent of target and alleged aggressor: Document details of communication

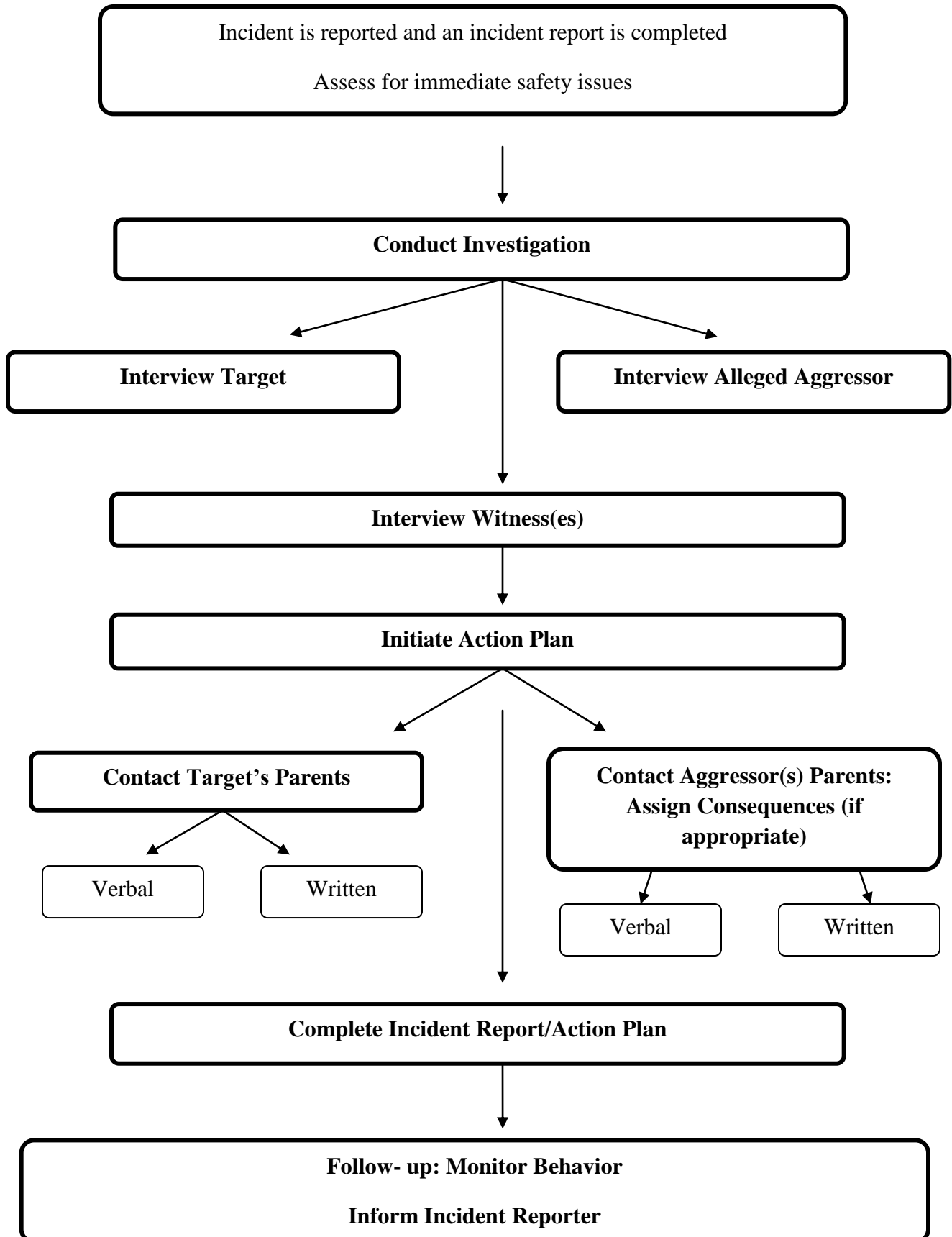
Step Three: Assign Consequences if Needed

- Assign appropriate consequence with Principal's involvement
- If there is insufficient evidence, tell the alleged aggressor that you will continue to monitor behavior
- Monitor safety of target

Step Four: Document Incident and Consequences

- Target, and parents, will be notified of actions taken (maintain confidentiality)
- Provide update to staff member who reported incident
- Monitor students' behavior
- Notify teachers who have contact with target and aggressor

**Process for Responding to a Report of Bullying
Flow Chart**



Bullying Incident Report Form

Bullying is defined as a verbal, physical, written, or electronic action, or incident or other direct or indirect behavior that is cruel and repetitive. Bullying is characterized by an imbalance of physical, psychological or emotional power.

Target Name:	
Alleged Aggressor(s) Name(s):	
Date:	Staff Member Reporting:
Details of incident (attach narrative and identify person who reported bullying):	
Date of Incident ____/____/____	Time of incident ____:____ AM PM
Immediate Safety/Transportation Concerns?:	

Were there other Students Involved? Yes____ No____	If so, what was their involvement?
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List any Witnesses	
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Target's Reaction to Bullying? Did it affect schoolwork? Explain	
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Please describe any physical evidence: photos, text, drawings, messages, etc.	
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