Incident may be reported by completing the Bullying Incident Reporting Form (may be done anonymously) or by speaking with school staff or the site administrator. District staff who witnessed or become aware of acts of bullying shall report all incidents to site administrators within 24 hrs.

If bullying based on protected status*

Principal or designee documents and reviews bullying incident report for initial assessment.

Does this incident meet the standard of bullying?

Parents of all parties notified in a timely fashion, preferably on the same day as the report.

Take steps to assure the safety of the target, as necessary.

Initiate Investigation

Conduct interviews, gather information, preserve evidence, and determine if allegations are substantiated—maintaining confidentiality.

- What specifically happened
- Who committed the alleged acts
- Who was present or may have information about the events
- When the events occurred (date time of day)

Action Steps

Complete report and send copy of Form A to Student Services Coordinator at the district office.

- Determine corrective actions, which may include intervention strategies, disciplinary action or referral to law enforcement.
- Inform all parties to legal requirements of confidentiality for students.
- Advise all parties regarding retaliation and any disciplinary action that may be taken.
- Take appropriate disciplinary action if false charges have been made.

Remediation and Consequence Interventions

- Monitor and assure the continued safety of all parties. Develop and implement a safety plan for the target and witnesses as needed, providing necessary supports.
- Require relevant educational activities for individual students or groups of students.
- Refer to psycho/social education groups or counseling.
- Develop action plan or behavior contract, directed toward helping the aggressor recognize and correct behaviors.
- Conduct parent conference(s).
- Refer to Intervention groups and/or individual counseling for all parties as appropriate.
- Work with bystanders to empower them in becoming part of the solution.
- Enhance adult supervision on school premises.
- Limit or deny student access to a part or area of a school and/or to the students involved.
- Consider classroom or school transfers.
- Exclude aggressor from participation in school-sponsored or school-related functions, afterschool programs, and/or extracurricular activities.
- Determine with the families whether a family member of the involved students would be well served by counseling and if so, make referrals to appropriate agencies.

*If the complaint alleges unlawful discrimination based on a protected status, the Principal/designee shall inform the Complainant that they must utilize the Uniform Complaint Procedure (UCP) AR 1312.3. Complaints may be filed directly with the District Compliance Officer, identified in the UCP, or with the Principal/Designee who will forward the complaint to the District Compliance Officer. sp/rev/3/6/14