Response to Bullying/ Cyberbullying Flow Chart

Is this bullying?

One time incidents may be deliberately mean, cruel or developmentally inappropriate but they may not be bullying. However, some other behaviors may violate other school rules so it should be reported to an adult as soon as possible. For behavior to be deemed bullying, it needs to include all of the following elements (MGL Chapter 92, Acts of 2010).

- Must be repeated action(s) by one or more students
- Must be a written, verbal or electronic expression or a physical act or gesture
- Must be directed at a victim so that it causes one or more of the following:
- Physical or emotional harm to the victim;
  Damage to the victim's property;
  Places the victim in reasonable fear of harm to him/herself or of damage to his/her property;
  Creates a hostile environment at school for the victim;
  Infringes on the rights of the victim at school; or
  Disrupts the education process or the orderly operation of a school.

- **When should you report?**

In the event that a bullying incident has occurred get as much information as possible from your child and report it to a counselor, administrator, and/or teacher.

Report of an incident is received
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Ensure safety of all students involved
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Take a complete statement from the student, parent/guardian or staff member reporting the incident
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Interview other students who are involved in the incident → Interview bystanders → Interview other adults-teachers, counselors and/or bus drivers who may have information regarding incident → Review student cumulative folder, discipline files, action plans and/or other relevant documents
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Evaluate credibility of report
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Make a determination regarding the reported incident

If it is determined that a bullying incident has occurred...

Identify bully/cyberbully → Identify bully/cyberbully and bully/ cyberbully-bystanders as appropriate → Identify victim(s) as appropriate
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Provide education and/or take disciplinary action as appropriate for bully/cyberbully
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Notify and include School Resource Officer (SRO) as appropriate
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Notify Superintendent, Assistant Superintendent and/or Director of Special Education as appropriate
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Notify parent(s)/guardian(s) of bully/ cyberbully
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Establish safety and comfort plan with victim and parent(s)/guardian(s)

Administrative Steps

If it is determined to be a bullying incident the following administrative actions may take place but not necessarily in the order listed below.

Bully/Cyberbully and Bully/Cyberbully-Bystanders:

- Inform student(s) about the consequences for bullying or cyberbullying in school
- Have an educational discussion with the student(s) and parents/guardians
- Inform all relevant adults – teachers, counselors, and/or bus drivers
- Student(s) may be required to engage in educational activities such as readings, written reflection and/or research about bullying/cyberbullying
- Students may be asked to give back to the community by being asked to participate in a community service project or activity
- Student(s) are informed about further consequences if any form of retaliation were to occur
- Student(s) may be referred to School Adjustment Counselor or School Psychologist
- Student(s) may be assigned a disciplinary consequence that is consistent with school handbooks as appropriate at each level

Victim(s):

- Have an educational discussion with the student(s) and parents/guardians
- Establish a safety and comfort plan with the student(s) and parents/guardians
- Inform all relevant adults – teachers, counselors, and bus drivers
- Future follow-up with student(s) and parents/guardians