

Response Tree

Steps to Follow when Dealing with Incidents of Bullying

REPORT

Student reports being bullied to staff member (or) staff member becomes aware of bullying.

The staff member will record the incident and determine if further investigation is warranted

INVESTIGATION

Report incident(s) to Guidance or Administration. One or more individuals will implement the following steps:

- Step 1: Review and document,
- Step 2: Interview the person who was bullied,
- Step 3: Interview the person who bullies,
- Step 4: Interview people directly and indirectly involved.

ASSESSMENT

Determine if it is Bullying or Conflict

Bullying is a pattern of repeated hurtful behavior with negative intent where there is a power imbalance.

Conflict is a disagreement that happens when people want different things.

BULLY ACTION PLAN

- Step 1:** Report to Guidance and/or Administration and document incident,
- Step 2:** Administration meets with students involved,
- Step 3:** Notify parent(s) or guardian(s),
- Step 4:** Disciplinary and/or restitution measures are implemented. Depending on the frequency and chronicity of behavior, a behavior plan (Accommodated or IBSP) may be developed, and
- Step 5:** If warranted, refer to student services and/or outside agencies (pyramid of intervention is consulted here). Depending on severity and grade level, local police may be contacted or consulted.

CONFLICT ACTION PLAN

- Step 1:** Get both parties together,
- Step 2:** Discuss what led to the incident,
- Step 3:** Brainstorm strategies to avoid conflict in the future, and
- Step 4:** Implement Behavior Management Strategies outlined in school policies for managing student conduct.

FOLLOW- UP

- Step 1:** Parties involved are monitored, and
- Step 2:** Meetings may be scheduled with the guidance counselor, administration, SIW, etc.

FOLLOW-UP

- Step 1:** Parties involved are monitored, and
- Step 2:** Meetings may be scheduled with the guidance counselor, administration, SIW, etc.