



BPS’ OPERATIONALIZATION OF REPORTING BULLYING BEHAVIORS

Definition of Bullying- A form of unwanted, aggressive behavior that involves a real or perceived power imbalance and that is repeated, or has the potential to be repeated, over time.

[Insert school name] is committed to providing all students, staff members, volunteers, instructional staff members, administrators, parents and visitors, a safe and civil educational environment that is free from bullying, harassment and intimidation. Bullying, harassment and intimidation of any kind is prohibited on or off school property, at any school sponsored function or field trip, or on a school issued mode of transportation. Because we are dedicated to maintaining a climate of respect and responsibility, anyone who knows of such an act occurring is mandated to immediately inform the DASA Coordinator [and/or the DASA Designee].

[Insert school name] deems bullying, harassment and intimidation as an unwelcomed and/or unreasonable behavior that demeans, threatens or humiliates people either as individuals or as a group. These unwarranted behaviors can be identified as a gesture, written note, verbal statement, graphic, electronic transmission or physical act, that could lead to the use of aggression with the intention of hurting another person. Some examples of bullying, harassment and intimidation are listed below.

Type	Example
Physical	<ul style="list-style-type: none"> ▪ hitting, punching, tripping ▪ kicking, pushing, scratching ▪ damaging/stealing property
Social/Emotional/Relational	<ul style="list-style-type: none"> ▪ excluding or threatening to exclude ▪ spreading rumors, gossiping ▪ ostracizing, alienating ▪ using threatening looks or gestures ▪ extortion
Verbal	<ul style="list-style-type: none"> ▪ name calling, teasing taunting ▪ making offensive remarks ▪ making discriminatory remarks ▪ verbally threatening, intimidating
Cyberbullying	<ul style="list-style-type: none"> ▪ use of the internet or cell phone to harass, intimidate, threaten, or degrade

Please note: Information contained in this policy has been adapted from Kidscape (www.kidscape.org.uk), The Bully Police (www.bullypolice.org), and The Model Antibullying Policy from the State of Michigan (http://www.michigan.gov/documents/mde/Model_Anti-Bullying_Policy_with_Revisions_338592_7.pdf)

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Bullying, cyberbullying and intimidation is a very serious offense and all reports will be handled swiftly and thoroughly. Any sustained offense will be punishable by, but not limited to:

- parent conference
- restorative conferencing
- referral to School Social Worker, Psychologist, or Counselor
- detention
- referral to BPS Security Department and a School Resource Officer
- notification of 9-1-1
- in-school suspension
- out-of-school short term suspension
- formal long term suspension from school

All school staff will follow the same procedure (outlined below) when reporting cases of alleged bullying or cyberbullying.

The basic procedures for how to report bullying are listed below:

STEP 1 → Report allegations (seen or heard about) of alleged bullying or cyberbullying either verbally or in writing to the Principal (member of the school's leadership team) or the DASA Co-designee. Bullying Incident forms will be available in the main office, in the SST area(s), or in the office of the DASA Co-designee. There is also an electronic form available on the district and school's website.

STEP 2 → Collect evidence, such as printouts of text messages or witness testimonies to expedite the investigation and attach to the written or electronic report.

The investigation will ensue as such:

1. The investigation of a report will begin at most 24 hours, one school day, after a report is made.
2. A thorough and systematic investigation will occur.
 - a. If submitted through the BPS website, the centrally located coordinator will inform the Associate of School Leadership (for the identified school), DASA Coordinator (Principal or DASA designee) at the school to inform him or her for follow up.
 - b. At the school, involved students will be interviewed separately. If there are witnesses to the event(s) in question they will also be interviewed.
3. In all cases parents of both parties involved will be informed of the incident.

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- a. In serious substantiated cases the parents may be asked to participate in a meeting with the DASA Coordinator, or DASA designee at which the findings of said investigation will be discussed.
4. Severe cases may warrant the consultation of a School Resource Officer.

If the result of the investigation finds the report to be true, the outcome of the investigation may include, but is not limited to:

1. Creating a safe and supportive plan of action to be agreed upon by both parties.
2. The “bully” will be placed on check in-check out (Tier 2) and will have at least 3 counseling meetings with a member of the Student Support Team to discover possible changes that could be made in his/her behavior.
3. The “victim” will have at least 3 counseling meetings with a member of the Student Support Team for continued support and assistance.
4. The “bully” will be requested to apologize verbally or in a written statement, to the victim in an effort to repair harm and build trust. This apology will be facilitated by the DASA Coordinator, the DASA designee or a member of the Student Support Team.
5. Mediation may take place between both parties facilitated by a member of the Student Support Team which has received training in Restorative Practices.
6. In serious cases suspension will be considered or formal suspension requested.
7. The “bully” will be “tracked” by a member of the Student Support Team to monitor his/her daily behavior and documentation will be collected and maintained.

If the result of the investigation finds the report to not meet the threshold of the definition of bullying, but meets the threshold of a conflict, the outcome of the investigation may include, but is not limited to:

1. Notification of parents
2. Restorative conferencing between both parties.
3. Exclusion from a school event.
4. Detention or in-school detention
5. In serious cases, an in-school or out-of-school suspension will be considered.

Follow-Up:

1. An informal investigation will be conducted to guarantee that both parties are following the resolution.
2. Further action may be taken if the resolution is not being upheld.

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**For More Information, Please contact administrator, Nicole Bycina at:
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For School Resources:

Resource Guide

www.p12.nysed.gov/dignityact/documents/FINALDignityForAllStudentsActGuidanceMay2016.pdf

Safe and Supportive Learning <https://safesupportivelearning.ed.gov/>

US Department of Education www.stopbullying.gov

NYS Education Department www.p12.nysed.gov/dignityact

NYS Center for School Safety www.nyscenterforschoolsafety.org

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