

**BI-COUNTY COLLABORATIVE
BULLYING/CYBERBULLYING
RESPONSE AND
INTERVENTION 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 or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional.
- 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 the child/student and report it to a counselor, administrator, and/or teacher.

PROGRAM DIRECTOR/ DESIGNEE WILL:	<p style="text-align: center;">Any person who suspects bullying/cyberbullying should:</p> <ul style="list-style-type: none"> ▪ Assess need and take steps to restore sense of safety to alleged target and/or protect target from possible further incidents ▪ Report incident to Teacher or Program Director/Designee
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PRE-INVESTIGATION	Assess need and take steps to restore sense of safety to alleged target and/or protect target from possible further incidents		
	NOTIFICATION OF OTHERS	Executive Director	
		Sending District Special Education Administrator(s)/Designee(s)	At any point after receipt of a report of bullying or retaliation, or during or after an investigation
		Parents/Guardians	
		Host School Principal/Designee	
Law Enforcement			
<i>CONFIDENTIALITY of complainant and other witnesses is to be maintained to the extent practicable given the Collaborative's obligation to investigate and address the matter; names of individuals are NOT released to the parties</i>			

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INVESTIGATION	Determines basis of complaint, gathers information from complainant		
	Complainant puts it in writing, or it is documented for complainant using, and signing Bullying Prevention & Intervention Report.		
	Once allegations are established, Program Director/designee gathers other evidence including interviewing alleged aggressor and other witnesses.		
	Program Director/designee reminds aggressor and witnesses that retaliation against persons whom they believe might have reported incident or cooperated with investigation is strictly prohibited and will result in disciplinary action.		

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DETERMINATION	If bullying or retaliation is substantiated, steps are taken to prevent recurrence and to ensure that target is not restricted in participating in school or benefiting from school activities.	Determine remedial action, responsive action and/or disciplinary action, where necessary.
	If bullying or retaliation is not substantiated, this is documented on Bullying Prevention & Intervention Report Form	Document on Bullying Prevention & Intervention Report Form

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INTERVENTION	Consult with counselor(s), teacher(s), therapist(s), sending school special education personnel, and parents/guardians	Identify underlying social or emotional issue(s) that may have contributed to bullying behavior
	Consider needs of target, aggressor, witnesses, and bystanders	Assess level of need for additional education, social skills development, counseling, other interventions

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DOCUMENTATION	Bullying Prevention & Intervention Report is completed and filed with Collaborative Central Office	Follow-up to incident is conducted in accordance with report documentation.
	Executive Director signs and files report	