RSU 54/MSAD 54
Bullying and Cyberbullying Reporting, Responding, and Remediation Procedure

**REPORT** of bullying incident (in writing or verbally) from
Student, School Staff, Parent, Coach, Advisor, Volunteer, Grandparent, Community Member
(complete Reporting Form)

Submit to School Principal; Copy to superintendent

Measures are taken to ensure safety of the student who has reportedly been bullied and to prevent further bullying; parents of students are contacted

**RESPOND TO REPORT OF INCIDENT OF BULLYING** (complete Responding Form)
Interview the victim
Interview the people who allegedly bullied
Identify witnesses
Review evidence

**IS IT BULLYING?**
Is it behavior that had the effect of:
- Physically harming a student or damaging a student’s property?
- Placing a student in reasonable fear of physical harm or damage to the student’s property?

**AND**
Is it behavior that interfered with the rights of the student by:
- Creating an intimidating or hostile educational environment for the student?
- Interfering with the student’s academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school?

If not bullying, has there been substantial disruption of the instructional program or operations at the school?

Refer to: Board policy, Student Handbook, Code of Conduct

**IS IT BULLYING?**

The behavior is determined to be other than bullying

Refer to: Board policy, Student Handbook, Code of Conduct

**BEGIN REMEDIATION PROCEDURE** (complete Remediation Form)
Determine discipline actions, alternative discipline remediation, supports needed for the bullied and/or other interventions

**IF APPEALED**
Respond to Appeal